



STATE OF WYOMING

DEPARTMENT OF AUDIT DIVISION OF BANKING COLLECTION AGENCY BOARD

Herschler Building, 3 East
122 West 25th Street
Cheyenne, WY 82002
(307) 777-3497

BUSINESS INFORMATION FORM B2

Summary of Methods of Business, Policies and Procedures

PART ONE: GENERAL INFORMATION

1. Name of Applicant

PART TWO: SUMMARY OF POLICIES AND PROCEDURES

Attach an overview **summary** of the Applicant's policies and procedures to include: (1) the type of clients or debts that the agency solicits and acknowledge compliance with the Rules and Regulations of the Collection Agency Board, Chapter 4, Section 3. (2) how trust accounts are handled and reconciled, (3) liability insurance coverages, and (4) how any client confidences are protected. (5) Add any other reasonably related matters. **Do not attach training or procedure manuals or other voluminous materials; provide only a SUMMARY.**

PART THREE: SUMMARY OF ACCOUNT COLLECTION METHODS

Attach a **summary** description of the methods that the Applicant uses to collect Wyoming accounts to include: (1) how an account is referred to the Applicant for collection, (2) how the account is evaluated for collection success, (3) what and when notices and other communications are sent to debtors, (4) how validations are handled, (5) how debtors are permitted to pay, (6) how debtor payments are handled, deposited and accounted for to both the debtor and the client, (7) how and when employees are trained, (8) how compliance with FDCPA and other collection laws is assured, (9) how difficult accounts are handled, (10) levels of managerial supervision, (11) how litigation decisions are evaluated, recommended and effected (12), how litigation is referred, and (13) how litigation is styled. Add any other reasonably related matters. **Do not attach training or procedure manuals or other voluminous materials; provide only a SUMMARY.**

PART FOUR: COLLECTION FORMS AND CLIENT CONTRACTS

Attach copies of all contracts and forms that the Applicant uses to collect Wyoming accounts to include: (1) sample client contract with the Remittance and Return Policies highlighted and indicating compliance with the Rules and Regulations of the Collection Agency Board, Chapter 3, Section 1, and Section 4. (2) assignments (3) debtor notices, (4) and a sample copy of an Accounting to Consumer form that shows compliance with the Rules and Regulations of the Collection Agency Board, Chapter 3, Section 2.

PART FIVE: VERIFICATION

State of _____, County of _____, ss.

The undersigned, being duly sworn under oath, depose and say the foregoing Summary of Methods of Business, Policies and Procedures (including all attachments thereto, which are a part thereof) is true, accurate and correct. The undersigned further certifies that he or she has executed the foregoing Financial Statement for and on behalf of the Applicant, being duly authorized to do so.

Acknowledgement

Name of Applicant (leave blank if individual)

State of _____)
County of _____) ss.

By: _____
Authorized Signatory to sign for Applicant

The foregoing Financial Statement was acknowledged before me by _____
and by _____
on this _____ day of _____, 20____.

By: _____
Authorized Signatory to sign for Applicant

Witness my hand and official seal.

Printed/Typed Name (and title, if applicable) of Signatory

(SEAL)

Notary Public
My commission expires: _____

This BUSINESS INFORMATION FORM is completed in connection with, in support of, and attached to the Application for Collection Agency License made by the Applicant. All information set forth above is subject to the Verification in the Application. Knowingly making a false statement of a material fact on this Form will result in denial of the Application and subject the Applicant to criminal penalties for perjury under W.S. 6-5-301 and/or W.S. 6-5-303.