



STATE OF WYOMING
DEPARTMENT OF AUDIT

Matthew H. Mead
Governor

Jeffrey C. Vogel
Director

Albert L. Forkner
Commissioner

DIVISION OF BANKING
Collection Agency Board

(307) 777-7797 Fax (307) 777-3555 Email: wyoimbankingdivision@wyo.gov

APPLICATION FOR
COLLECTION AGENCY LICENSE

(SOLE PROPRIETORSHIP/INDIVIDUAL)

The undersigned Applicant hereby applies for a Wyoming license to conduct the business of a collection agency under W.S. 33-11-101 through 33-11-116, relating to collection agencies and providing for the regulation, bonding and licensing thereof. ***Under W.S. 33-11-108, within twenty (20) days after notification that this Application has been approved, the Applicant shall file and thereafter maintain with the Board a Surety Bond in form and content approved by the Board. The Board shall not issue the license unless and until it shall have first received and approved the Surety Bond.***

Attach the required filing fee. Checks must be made payable to the State of Wyoming:

- Original License \$500.00
- Wyoming Branch Office - Original License \$500.00

INFORMATION ABOUT APPLICANT AND LICENSED LOCATION

1. Name of Applicant

FEIN:

Corporate web-site address:

Age (if an individual)

2. Form of Organization (check one)

- an individual person (sole proprietor)
- a corporation
- a general partnership or joint venture
- a limited partnership

- a limited liability company
- a registered limited liability partnership
- a registered limited liability limited partnership

3. State of Residency or Organization

Individuals: Residing in the State or Commonwealth of:

Entities: Organized, formed, and existing in good standing under the laws of the State or Commonwealth of:

4. All trade names under which applicant will conduct business at this licensed location. Attach additional sheets, if necessary.

5. Name of Applicant's Proposed Wyoming Resident Manager

6. Address of Applicant's Proposed Wyoming Resident Manager *Do not use a post office box.*

7. Wyoming Contact Information

Telephone:

E-mail:

Fax:

Web Site:

8. Mailing Address of Applicant's Proposed Wyoming Resident Manager (street or post office box) (if same as line 6, so state)

9. Attach Business Information Form (check appropriate box)	<input type="checkbox"/> Form A1 Individuals & Sole Proprietorships	<input type="checkbox"/> Form A4 Limited Partnerships & Registered Limited Liability Limited Partnerships
	<input type="checkbox"/> Form A2 Corporations	<input type="checkbox"/> Form A5 Limited Liability Companies
<input type="checkbox"/> Form A3 General Partnerships, Joint Ventures & Registered Limited Liability Partnerships		

10. Applicant's Business References (provide at least five)	Name and Address
	Name and Address
	Name and Address
	Name and Address
	Name and Address

REGULATORY HISTORY OF THE APPLICANT

11. Prior Licenses. Has the Applicant or any owner, officer, director, partner or resident manager thereof ("members") ever been licensed as a collection agency anywhere? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," list original license date and state where licensed. (<i>Attach additional sheets, as necessary.</i>)
12. Terminated Licenses. Has the Applicant or any member thereof had a license to conduct a collection agency denied, not renewed, suspended or revoked anywhere for any reason other than nonpayment of licensing fees or failure to meet bonding requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," when and where? (<i>Attach additional sheets, as necessary.</i>)
13. Convictions. Has the Applicant or any member thereof been convicted of a felony involving forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, fraud, or conspiracy to commit fraud? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," when and where? (<i>Attach additional sheets, as necessary.</i>)
14. Judgments. Has the Applicant or any member thereof had a judgment entered against it in any civil action involving forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, fraud or conspiracy to commit fraud? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," when and where? (<i>Attach additional sheets, as necessary.</i>)
15. Court Debts. Has the Applicant or any member thereof failed to pay or satisfy any judgment or penalty imposed by a court? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," when and where? (<i>Attach additional sheets, as necessary.</i>)
16. Wyoming Noncompliance. Has the Applicant or any member thereof knowingly failed to comply with or violated any provision of W.S. 33-11-101 through W.S. 13-11-116 or the Rules and Regulations of the Board? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," when and where? (<i>Attach additional sheets, as necessary.</i>)



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ALIAS/DESK NAME

(Rules and Regulations Chapter IV - Section 2)

This form must be completed for all New and Renewal applications. If your agency does not use alias/desk names, please note on this form annually.

Additional names which come into use during the year and any names discontinued shall be reported to the Collection Agency Board within 30 days of the time such additions or deletions are made within any agency. Please report only those changes to collectors that call into Wyoming.

COLLECTION AGENCY NAME

Horizontal line for agency name

City State

NAME OF EMPLOYEE OR COLLECTOR DESK NAME USED

Multiple horizontal lines for listing employee names and desk names used



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BANK ACCOUNT INFORMATION

Collection Agency Name (agency): _____

TRUST ACCOUNT INFORMATION

Trust Account Number _____
Name of Bank _____
Address of Bank _____

OPERATING ACCOUNT INFORMATION

Operating Account Number _____
Name of Bank _____
Address of Bank _____

The agency hereby authorizes the above-named financial institutions to release information concerning the accounts of the agency to the Wyoming Collection Agency Board at any time.

I hereby swear and affirm under penalty of perjury that the information provided above and the following information is true and correct:

1. The trust account listed above is used for the benefit of the agency's clients located in the State of Wyoming. The account may also be used for the benefit of the agency's other clients.
2. The funds maintained in the trust account contain, at all time, sufficient funds to pay all sums due and owing to all of the agency's clients.

The funds maintained in the trust account are used only for purposes of paying the agency's clients and the account is not used as an operating account.

*****Please Note*****

Per Chapter 2 Section 3 of the Wyoming Collection Agency Board Rules:

Each licensee shall maintain, at all times, a trust account for the benefit of its clients which shall contain, at all times, sufficient funds to pay all sums due or owed to clients. The trust account shall be maintained at a bank, savings and loan association, savings bank or credit union which is insured by the Federal Deposit Insurance Corporation or the National Credit Union Administration, until disbursed to the creditor. Such account shall be clearly designated as a trust account and shall be used only for such purposes and not as an operating account. A deposit of all funds received to a trust account followed by a transfer of the agency share of the collection to an operating account is not a violation of this section.

GENERAL INFORMATION

21. Name of Applicant

22. Date as of which Financial Information is presented _____ (not more than six months before filing date)

FINANCIAL INFORMATION

Assets

Current Assets:

Cash on hand or in bank (regular)	\$	_____
Cash on hand or in bank (trust account)	*Required Field	_____
Due from clients		_____
Other receivables (exclude accounts placed with licensee for collection)		_____
Notes receivable		_____
Other deposits		_____
Prepaid expenses or taxes		_____
Inventory and supplies		_____
Automotive equipment		_____
Other current assets (itemize)		_____
_____		_____
_____		_____

Total current assets

\$ _____

Fixed Assets:

Real estate	\$	_____
Office equipment, furniture & fixtures		_____
Other fixed assets (itemize)		_____
_____		_____
_____		_____

Total fixed assets

\$ _____

Total Assets

\$ _____

Liabilities

Current Liabilities:

Accounts payable	\$	_____
Notes payable to banks (1 year or less)		_____
Notes payable to others (1 year or less)		_____
Taxes payable		_____
Payable to clients	* Required Field	_____
Salaries due		_____
Other current liabilities (itemize)		_____
_____		_____
_____		_____

Total current liabilities

\$ _____

Long Term Liabilities:

Real estate mortgages	\$	_____
Notes payable to banks (over 1 year)		_____
Notes payable to others (over 1 year)		_____
Other long term liabilities (itemize)		_____
_____		_____
_____		_____

Total long term liabilities

\$ _____

Total Liabilities

\$ _____

Equity Or Net Worth

Total Assets less Total Liabilities \$ _____

AVERAGE MONTHLY OPERATING EXPENSE INFORMATION

The Applicant's estimated average monthly operating expenses are: _____

If the **required fields are left blank, lists zero (0) or if "payable to clients" is greater than "cash on hand" an explanation must be provided to the board**

GENERAL INFORMATION

1. Name of Applicant

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.**

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.**

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.

ATTACHMENTS

You must attach to this Application all of the documents indicated to the right. All attachments are a part of this Application.

- \$500 Filing Fee Check payable to the Collection Agency Board
- Business Information Form
- Financial Statement (use attached form *only*)
- Wyoming Certificate of Good Standing (entities only)
- “Home” State Good Standing or Similar Certificate (non-Wyoming entities only)
- Summary of Method of Business, Policies & Procedures (Summaries accepted *only*)
- Three (3) Professional References forms must be included with the application
- A Bank Reference form must be included with the application for each bank account listed on the Bank Account Information form
- \$10,000.00 Bond from Surety Company (Refer to Surety Bond Checklist)

VERIFICATION

State of _____, County of _____, ss.

I HEREBY CERTIFY that, on this _____ day of _____, 20____, the undersigned has/have executed the foregoing Application for and on behalf of the Applicant, being duly authorized to do so; **and further that** the information and statements contained in the foregoing Application, including all exhibits and other documents attached thereto and all other information filed therewith, all of which are made a part of the foregoing Application, are correct, true, accurate and complete; **and further that** the Applicant knows and understands that, if the Applicant has knowingly made a false statement of a material fact in this Application or in any documentation provided to support the foregoing Application, then the foregoing Application must be denied and the Applicant may be subject to criminal penalties for perjury under W.S. 6-5-301 and/or W.S. 6-5-303.

Acknowledgement

Name of Applicant (leave blank if individual)

State of _____)
) ss.
County of _____)

By: _____
Authorized Signatory to sign for Applicant

The foregoing Application for Collection Agency License 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: _____