



## Collection Agency Supplement Application Instructions

### License Year 2012

License Renewal Period: 11/15/2011 thru 1/1/2012: Without Penalty

January 2 thru January 31: With Penalty

### Read Carefully and Make Note

**This information affects the accurate and timely renewing of your license.**

**Fees:** \$600 renewal fee and \$200 per Arizona branch location(s) being renewed

If your license was issued before 11/01/2011, the license must be renewed.

**Time Sensitive:** Arizona Revised Statutes Section 32-1025 requires that your renewal package be received in our office **on or before January 1**, and does not provide for an extension of time to file your renewal. The license renewal must be received at the Department no later than January 1, 2012. Because the renewal deadline is during the holiday season please take steps to ensure your renewal is submitted timely. **Note: a renewal application must be submitted only for your principal place of business office and all Arizona branch offices.**

**Financial Statement:** A.R.S. Section 32-1025 requires that our **current** financial statement (**not older than six months**), accompany the renewal application. **If you are unable to file your financial statement with the renewal package, you may include a letter requesting an extension of time to submit the financial statement (good cause for extension**

**Renewal Contact:** Your **Active Manager and/or the President** will be the parties that will be directly advised by this Department of any and all of the renewal issues. Therefore, if any of the licensee's concerned individuals have any questions about how the renewal is progressing or why it has not been renewed, contact these individuals for an update.

Arizona Administrative Code R20-4-1520 (B) requires a collection agency to maintain a record of fictitious names used by each of its debt collector(s). A copy of the record must also be filed with the Department on July 1 and December 31 of each year.

**Email:** It is required that the Department have a reliable email address, so we are able to contact you regarding future