



UBI number _____

Collection Agency Business Financial Statement/Balance Sheet

(This form must be completed and submitted with a Business License Application)

A business balance sheet must be completed and submitted by the sole proprietor or the business entity (partnership, corporation, or limited liability company). The information is required to properly evaluate the applicant's ability to qualify for a license. The Department is authorized to make all inquiries considered necessary to verify the accuracy of the statements made in this application to determine if the applicant qualifies to obtain a license.

A Applicant information

Applicant name (*Entity name*) _____

Applicant address *Street or route, city, state, zip code* _____

Type of business (check one):

- Sole proprietor
 Partnership
 LLC
 Corporation

State of financial condition as of _____, 20____ (must be no more than 3 months old)

B Assets, liabilities, equity (continued on page 2)

Assets

Current Assets

Cash on hand *	\$	_____
Business checking account *	\$	_____
Trust (client funds)	\$	_____
Savings *	\$	_____
Certificates of deposit *	\$	_____
Accounts receivable (clients)	\$	_____
Accounts receivable (other)	\$	_____
Notes receivable	\$	_____
Other - specify prepaid expenses	\$	_____

* The total of the four starred items must be **at least** \$7,500; the total of the three bolded items must be **at least** \$5,000

Total current assets \$ _____

Fixed assets

Auto	\$	_____
Furniture, fixtures, etc.	\$	_____
Real estate	\$	_____
Other - specify: _____	\$	_____

Total fixed assets \$ _____

Total assets \$ _____

Liabilities

Accounts payable (clients)	\$	_____
Accounts payable (other)	\$	_____
Unpaid state and federal taxes	\$	_____
Other unpaid taxes - interest	\$	_____
Real estate mortgages - payable to: _____	\$	_____
Notes payable to banks - unsecured	\$	_____
Notes payable to banks - secured	\$	_____
Notes payable to other - specify: _____	\$	_____
Other debts (lease agreements, etc., itemize on separate sheet)	\$	_____

Total liabilities \$ _____

B Assets, liabilities, and equity (continued from page 1)

Corporation (if your company is not a corporation, skip this portion and fill out the non-corporation portion below)

Shareholder's equity

Common & preferred stock \$ _____
 Retained earnings \$ _____
 Current earnings \$ _____
 Less: Treasury stock (\$ _____)

Total shareholder's equity \$ _____

Total liabilities and shareholder's equity \$ _____

(This amount must be **at least** \$7,500 and match **Total assets** on Page 1)

Non-corporation (complete this portion if your company is a sole proprietorship, LLC, or partnership)

Owner's equity

Owner's paid-in capital \$ _____
 Retained earnings \$ _____
 Current earnings \$ _____

Total owner's equity \$ _____

Total liabilities and owners equity \$ _____

(This amount must be **at least** \$7,500 and match **Total assets** on Page 1)

C Additional Information

List all persons with more than a 20% interest in the business.

% of interest

_____	_____
_____	_____
_____	_____
_____	_____

- 1. Does the applicant agency have any debts, obligations, or potential liabilities of the applicant not listed elsewhere on this application? Yes No
- 2. Is the applicant an endorser, co-maker/signer or guarantor on an outstanding liability? Yes No
- 3. Are there any assets of the applicant, including stock, pledged or assigned other than those described? Yes No
- 4. Can the applicant agency meet its obligations as they mature? Yes No

If you answered yes to questions 1-3, please attach additional pages and explain in detail, including an estimate of the liability or debt where applicable.

D Certification

I certify under penalty of perjury that the information contained in this document is true and correct.

Signature (<i>must be company owner, partner, or officer</i>) X	Signer's name and title (<i>please print</i>)	Date
Prepared by (please print)	Preparer's phone number ()	