



**State of Washington  
Business Licensing Service**  
PO Box 9034  
Olympia, WA 98507-9034  
1-800-451-7985

Owner/business name
UBI number

## Collection Agency, Branch Office, or Out-Of-State Office Addendum

*Please read the next page for complete application instructions.*

### **A Office contact information**

Name of contact person who works at the location	(Area code) telephone number
Location address as shown on Business License Application <i>street or route, city, state, zip code</i>	

### **B Sole proprietor/officer/partners/general manager information**

In this state or any other jurisdiction, or (have) any business owners, any persons with controlling interest in this business, or the business entity:

1. Within the last 10 years, defaulted or been convicted of or entered a plea of no contest to a gross misdemeanor or felony crime? (Don't include traffic offenses.) . . . . .  Yes  No
2. Currently under indictment, or is there a criminal complaint, charge, or information pending against you? . . . . .  Yes  No
3. Within the last 10 years, had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit held by you? . . . . .  Yes  No
4. Within the last 10 years, had any civil court order, verdict, or judgment entered against you? . . . . .  Yes  No
5. Petitioned for bankruptcy? . . . . .  Yes  No

If the answer to any of these questions is Yes, please attach a letter of explanation to this form. Include the name of the person or business involved, charge(s), date of conviction, civil judgment or order, county jurisdiction, state and disposition of charges.

### **C Business bank accounts**

1. The collection agency must have a bank account with at least \$5,000 available for the use of the business. (RCW 19.16.245)

Name of bank with at least \$5,000 asset account	Account number
Bank address <i>Street or route, city, state, zip code</i>	

2. Each collection agency is also required to set up a "Customer's Trust Fund Account" for money that was collected on behalf of clients and that is to be distributed to clients. (RCW 19.16.240)

Name of bank with trust fund account	Account number
Bank address <i>Street or route, city, state, zip code</i>	

### **D Client information**

1. Do you currently have clients or plan to solicit businesses located in Washington State? . . . . .  Yes  No
2. Are you applying as a debt buyer? . . . . .  Yes  No  
(See definition of *client* and *debt buyer* on page 2)

**Upon filing, this document and the application become a public record subject to public disclosure provisions. (RCW 42.56)**

## Definitions

**Client:** The business or person on whose behalf you will collect claims.

### Collection Agency Endorsement

Choose this endorsement if:

- Your main office is in Washington State or
- Your main office is located outside Washington State, and you have, or plan to have, clients that are located in Washington State

**Debt Buyer:** Any person or entity engaged in the business of purchasing delinquent or charged off debts for collection purposes, whether it collects the debts itself, or hires a third party for collection or an attorney for litigation to collect the debts.

### Out-of-State Collection Agency Endorsement

Choose this endorsement if:

- Your main office and all branch offices are located outside Washington State, and
- You have NO clients that are located in Washington State, and
- You are contacting debtors that live in Washington State who owe money to your out of state clients.

## Instructions

### 1. Select the correct endorsement and fee.

The type of endorsement you need is based on the location of your clients. See **Definitions** above.

Collection Agency Endorsement.....\$850

Collection Agency Branch Endorsement.....\$550

Out-of-State Collection Agency Endorsement.....\$425\*

Out-of-State Collection Agency  
Branch Endorsement.....\$275\*

- \* The endorsement fee for an Out-of-State Collection Agency License is waived if the state where the collection agency (main or branch office) is located requires a license or registration but does not require a fee for similar out-of-state collection agencies. *To have the license fee waived, include a copy of the regulations from your home state.*

### 2. Complete the following items and submit them with your fee.

- Business License Application;
- Collection Agency Addendum (page one of this form);
- Personal / Corporate Financial Statement form that shows:
  - The liabilities and assets of the agency in one of the three months prior to application.  
Example: If you are applying in May, we will accept a financial statement completed for the February, March or April time periods.
  - \$7,500 or more in cash or its equivalent
  - \$5,000 of the cash must be deposited in a bank account used to operate the business.
  - \$7,500 or more net worth.
- \$5,000 bond or cash deposit\*\* (in the form of a cashier's check payable to State Treasurer); and
- List of persons with more than 20% interest in the business.

- \*\* A bond is not required for an out-of-state collection agency if the agency's home state already requires a bond or similar legal alternative for collection agencies. *To waive the Washington bonding requirement, enclose proof that your bond is current and a copy of the regulations from your home state for review.*