

STATE OF IOWA

Amt. \_\_\_\_\_ Vol.Fee Amt. \_\_\_\_\_ # \_\_\_\_\_  
(For Department Use Only -  
Do not write above this line)

IOWA CONSUMER CREDIT CODE

**537.6202 Creditor/Assignee Notification**

Persons required to file **creditor/assignee** notification and fees shall file notification with the administrator within thirty (30) days after commencing business in this state and, thereafter, on or before January 31<sup>st</sup> of each year. The notification must state all of the following:

A. Name of the Company.

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B. Contact Person.

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C. Phone #.

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D. Every name in which business is transacted if different from the name of the person.

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E. Address and telephone number of principal office, whether or not within this state.

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F. Address of all offices or retail stores, if any, in this state at which consumer credit transactions are entered into or acts, practices or conduct involving consumer credit transactions are engaged in, or in the case of a person taking assignments of obligations, any offices or places of business within this state at which business is transacted.

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G. If applicable, describes the manner in which you engage in any consumer credit transactions or acts, practices or conduct involving consumer credit transactions other than at an Iowa office or Iowa retail store.

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H. Name and address of Iowa registered agent upon whom service of process can be made.

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I. Whether or not supervised loans are made. (Please see the definition of “supervised loan” contained in Iowa Code section 537.1302(45)).

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J. If you do not owe volume fees please provide a brief explanation as to why you are exempt.

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K. Name, address and phone number of a person to contact regarding complaints received by this office.

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**537.6203 Fees.**

**The yearly fee for creditor/assignee is \$10.00 plus any volume fees owed. Please make checks payable to the IOWA CONSUMER CREDIT ADMINISTRATION FUND.**

**PERSONS WHO FAIL TO PAY THE REQUIRED FEES IN FULL WITHIN THIRTY DAYS AFTER DUE DATE WILL BE ASSESSED A \$25.00 LATE CHARGE [IOWA CODE SECTION 537.6203(4)]**

**THE ADMINISTRATOR MAY BRING A CIVIL ACTION AGAINST A PERSON FOR FAILURE TO FILE NOTIFICATION OR TO PAY FEES UNDER THE ABOVE PROVISIONS [IOWA CODE SECTION 537.6113(3)]**

DATE: \_\_\_\_\_

\_\_\_\_\_  
Owner - Officer - Partner (PLEASE PRINT)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**RETURN NO LATER THAN JANUARY 31 TO:**

**Iowa Consumer Credit Code  
Consumer Protection Division  
Hoover Building, Second Floor  
1305 E. Walnut  
Des Moines, IA 50319**

