State of Iowa Creditor/Assignee Notification Form

Name of Company:

Address of primary office:

City: State Zip Code Phone

Addresses of all offices or retail stores (if any) in Iowa where consumer credit transactions are entered into or acts, practices or conduct involving consumer credit transactions are engaged in. In the case of assignees, list any offices or places of business in Iowa at which business is transacted. Use separate page if necessary.

Location 2 Address:

City: State Zip Code

Location 3 Address:

City: State Zip Code

Name(s) under which business is conducted (DBAs):

Iowa Registered Agent (**Required** if company's Principal office is located **outside the state of Iowa)**:

Name:

Address:

City: State Zip Code

Do 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? ☐ No ☐ Yes; please describe

Iowa Car Dealers, please enter your Iowa Department of Transportation License Number: D

In the event that our office receives a complaint regarding your business, please provide the appropriate contact person.

Name:

Address:

City: State Zip Code

Email address: Phone Number

Person completing form: Email Address

Printed Name

Title:

Signature of owner, officer or partner Date:

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Notification and Volume Fee Calculation

The annual notification filing fee for a creditor/assignee is $50.00. In addition, any creditor/assignee that holds credit obligations also **must pay a volume fee.**

Volume fees are calculated based on the average monthly balance owed for the **previous** 12 months of transactions. To determine your average monthly balance, calculate the dollar amount owed to your company by Iowa consumers at the end of each of the **previous** 12 months. Total the average balance for each month and divide by twelve to get the average for the year. Compare the average monthly balance to the volume fee table below to determine the correct volume fee.

Failure to pay the required fees, in full, within thirty (30) days of due date will result in a $75.00 late fee [Iowa Code §537.6203(4)].

The administrator may bring a civil action against a person for failure to file notification or to pay fees under Iowa Code §537.6113(3).

Filing Notification Fee	**$50.00**

REQUIRED - select one Volume Fee exemption status:

☐ 1st Year Participating in Consumer Credit Transactions

☐ All Consumer Credit Transactions are Assigned to a 3rd Party

☐ No Exemption; Volume Fee Added Below

Volume Fee* (see chart) 'Required if no exemption above	
Add $75 Late Fee (if filing 30+ days past due date)	
Total Due	

Volume Fee Guide

Average Monthly Unpaid Balance	Volume Fee Owed
$1 - $109,999	$10.00
$110,000 - $209,999	$20.00
$210,000 - $309,999	$30.00
$310,000 - $409,999	$40.00
$410,000 or more	$10.00 per $100k in monthly unpaid balance

Make checks payable to: **Iowa Consumer Credit Administration Fund**

Submit completed form and annual fees no later than January 31 to: Iowa Attorney General
Consumer Protection Division
Attn: Notification & Fees Administrator
1305 E. Walnut Street
Des Moines, Iowa 50319

For more information -
https://www.iowaattorneygeneral.gov/for-businesses/iowa-consumer-credit-code/creditorsassignee-notification

FOR OFFICE USE ONLY

Year _____ Check # _____ Amt $ _____

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