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**STATE OF COLORADO
DEPARTMENT OF LAW**

RALPH L. CARR
COLORADO JUDICIAL CENTER
1300 Broadway, 6th Floor
Denver, Colorado 80203
Phone (720) 508-6010

**Consumer Protection Section
Consumer Credit Unit**

2022 COLORADO RETAIL SALES NOTIFICATION FORM

Credit sellers and retail merchants that regularly extend consumer credit as a “creditor” must annually file notification and pay the appropriate fee, pursuant to §§ 5-6- 201, 5-6-202 and 5-6-203 of the Colorado Uniform Consumer Credit Code (UCCC). Retail sales companies are required to file notification even if the contracts are immediately sold or assigned to a third party.

Creditors are required by law to file the UCCC notification form and pay the notification fee within 30 days after commencing business in Colorado and thereafter, on or before January 31st of each year.

The UCCC laws and rules are available at: coag.gov/uccc.

2022 RETAIL SALES FEES

The notification fee is **\$140** and is due with your notification form. If you fail to file a complete notification and pay the fee within 30 days after commencing business in Colorado, a late filing fee of \$5.00 per calendar day will be imposed from the 31st day of business.

Your notification form and fee, which is payable by check, must be mailed to:

Colorado Department of Law
Consumer Credit Unit – UCCC
Ralph L. Carr Colorado Judicial Center
1300 Broadway, 6th Floor
Denver, CO 80203

Checks should be made payable to: “**Colorado Department of Law**”

IMPORTANT LEGAL REQUIREMENTS

- A “creditor” is a person or business that sells or leases goods or services to consumers and either arranges financing from others or provides its own financing. If your name appears on a retail installment contract or consumer lease as the creditor, seller, or lessor, even if you immediately sell or assign the contract to a finance company or bank, you are a creditor.
- Pursuant to § 5-1-301(11) and (14), C.R.S., a consumer credit sale or lease contract is entered into by you, the seller, and a buyer who is an individual person(s) other than an organization. Consumer sale contracts are primarily for a personal, family or household purpose and do not exceed \$75,000. The debt is created by written agreement, payable in five or more installments and involves a finance charge and/or interest [§ 5-1-301(11) and (14), C.R.S.].
- **If you are required to file notification and fail to do so, consumers have no legal obligation to pay any of the finance charges due under the credit transactions pursuant to § 5-6-203(4), C.R.S.**

- Please note that if you make or take assignment of supervised loans (direct consumer loans in excess of 12% APR), you must obtain a supervised lender’s license.
- **Annual notification.** Pursuant to §§ 5-6-202 and 5-6-203, C.R.S. retail sellers must notify the Administrator and pay the notification fee annually.

COLORADO RETAIL SALES NOTIFICATION CHECKLIST

You may find the following list helpful to ensure you have filed all necessary documents.

- _____ **Notification Form** – This completed form must be mailed to our office.
- _____ **Notification Fee(s)** – the \$140 notification fee (in addition to any applicable late fee) must be mailed to our office. The fee(s) must be paid by check, made payable to: **“Colorado Department of Law”**
- _____ **Sole Proprietor – Citizenship/Lawful Residency Affidavit (if applicable)** - If you are a sole proprietor, you must complete and provide Citizenship/Lawful Residency Affidavit available on the UCCC Licensing webpage: coag.gov/uccc/licensing.
- _____ **Assignee List** - If you sell or assign consumer credit sales and leases to finance companies or banks, list the name and mailing address of each company that purchases or takes assignment of your consumer credit sales and leases.
- _____ **Collection Activity List** - Complete the Collection Activity list.
- _____ **Business Location List** - List all offices, retail stores and/or locations where consumer credit sales/leases are made.
- _____ **Gap Administrator List** - List If you sell guaranteed asset protection (GAP) waivers, list the name and mailing address of each GAP Administrator.

COLORADO RETAIL SALES NOTIFICATION FORM

Legal name of entity (corporation, LLC, partnership, or sole proprietor's name):

Trade or assumed name(s) used in mortgage servicing (if different from above):

Address of **principal** place of business:

(Street address) (City) (State) (Zip code)

Phone #: _____ Website: _____

Date on which consumer credit transactions commenced in Colorado: _____

Number of Credit Sales made in 2021: _____

Total dollar value of Credit Sales made in 2021: \$ _____

Do you have any additional location(s) where consumer credit sales or leases are made? Yes No

Are consumer credit sales or leases made other than at an office/retail store/location? Yes No

➤ If Yes, how? Mail Internet Other: _____

Do you collect payments on the contracts you originate? Yes No

Do you only engage in consumer credit sales (extension of credit as part of the purchase or Lease of goods, services, a mobile home, or an interest in land) as opposed to making or taking assignment of supervised loans (direct loans to consumers in excess of 12% APR)? Yes No

➤ If you answer "No" – meaning that you are also making or taking assignment of supervised loans – you must obtain a supervised lender license.

Mandatory Information for Sole Proprietors and Individual Filers only (not open to public inspection). This information is required by §§ 14-14-113 and 24-31-107, C.R.S. and may be used to revoke, suspend, or deny licenses or notifications as determined by the state child support enforcement agency for noncompliance with support orders or subpoenas/warrants relating to paternity and child support. **Also include a photocopy of your driver's license, state identification card, or other photo identification.**

Complete Home Address: _____
(Street address) (City) (State) (Zip code)

SSN: _____ Date of birth: _____

Primary contact information.

Please provide the contact name, mailing address, phone number, and email address for each of the following categories of correspondence:

Compliance/Examination Reports:

Contact's name, title and department:

Contact's mailing address:

(Street address) (City) (State) (Zip code)

Phone Number: _____ Email: _____

Complaints from Borrowers:

Contact's name, title and department:

Contact's mailing address:

(Street address) (City) (State) (Zip code)

Phone Number: _____ Email: _____

General Mailings:

Contact's name, title and department:

Contact's mailing address:

(Street address) (City) (State) (Zip code)

Phone Number: _____ Email: _____

Colorado Registered Agent upon who service of process may be made:

Agent's name

Agent's mailing address:

(Street address)

(City)

(State)

(Zip code)

The undersigned files notification of intent to engage in making or collecting or enforcing rights under Colorado Consumer Credit Sales and/or Consumer Leases. I hereby verify the information state above and the amount paid are true and correct. Statements made herein are under oath. False statements may be punishable as second-degree perjury.

Signature of officer, partner, or owner

Date

Print name and title

COLLECTION ACTIVITY

1. Provide the name and address of each collection agency, engaged by the notifier, to collect defaulted Colorado consumer credit transactions. (Attach additional pages if necessary)

Name of Company

Address of Company

2. Provide the name and address of each debt buyer to whom the notifier sold defaulted Colorado consumer credit transactions. (Attach additional pages if necessary)

Name of Company

Address of Company

LOCATIONS

Provide the address of each office, retail store and location where consumer credit sales/leases are made. (Attach additional pages if necessary)

Street Address

City

State

Zip Code

Street Address

City

State

Zip Code

Street Address

City

State

Zip Code

Street Address

City

State

Zip Code

Street Address

City

State

Zip Code

Street Address

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