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**Consumer Protection Section**  
**Consumer Credit Unit**

**STATE OF COLORADO**  
**DEPARTMENT OF LAW**

**COLORADO RETAIL SALES INITIAL NOTIFICATION FORM**  
**INFORMATION AND INSTRUCTIONS**

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 notification form and pay the notification fee within 30 days after commencing business in Colorado and thereafter and by January 31 each year.

**If you are required to file notification and fail to do so, consumer 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.**

**Filing Notification**

- Start by downloading and saving this packet.
- Use the fill-in fields to type your answers in. Complete the initial notification form and any other applicable lists.
- Sign the initial notification form and mail -with any other applicable lists and a check for the fee(s) below-to:

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

**Fee Information**

The notification fee is **\$140**, which is due with your initial notification. A late fee of \$5 per calendar day is imposed from the 31<sup>st</sup> day of business for those who fail to file a notification and pay the fee within 30 days after commencing business in Colorado.

Please send a check, with your initial notification, to the address above (subsequent renewal fees may be paid electronically). Checks should be made payable to: **“Colorado Department of Law.”**

## **IMPORTANT LEGAL REQUIREMENTS**

**Email is our primary method of communication.** While we send email reminders for some of the requirements listed below, those reminders are sent as a courtesy, and it is each notification filer's responsibility to comply with all applicable laws and rules regardless of whether reminders are received.

**PLEASE BE AWARE OF RENEWAL REQUIREMENTS!** Pursuant to §§ 5-6-202 and 203, C.R.S, retail sellers must file notification and pay the applicable fees annually.

**All Retail Sales notification filings are valid through each December 31 regardless of the date issued! Renewals must be submitted annually to avoid cancellation.**

### **Definitions**

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 back, you are a creditor. **See § 5-1-301(17), 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. **See § 5-1-301(11) and (14), C.R.S.**

**Examination of Records:** The administrator is entitled to examine the loans, business, and records of such person("creditor") without issuance of a subpoena. **See § 5-6-203, C.R.S.**

**Supervised loans:** 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 license. The Supervised Lender application is available on the UCCC Licensing webpage: [coag.gov/licensing/uccc](http://coag.gov/licensing/uccc).

**Compliance with Applicable Laws:** All consumer lenders must comply with the Colorado UCCC and the federal Truth in Lending Act and Regulation Z. Some of the regulatory provisions of the UCCC include disclosure of the cost of credit (annual percentage rate, amount financed, total number of payments, etc.) and compliance with the provisions on default including right to cure, delinquency charges, deferral, refinancing, prohibitions on repayment penalties, and record retention requirements. You are advised to contact an attorney to ensure you are following all legal requirements. The UCCC is available at: [coag.gov/uccc](http://coag.gov/uccc). The Truth in Lending Act and Regulation Z can be found at: [ftc.gov/legal-library/statutes](http://ftc.gov/legal-library/statutes).

**RETAIL SALES INITIAL NOTIFICATION**  
**FORM REQUIREMENTS CHECKLIST**

A retail seller must file notification and pay the fee within 30 days after commencing business in Colorado.

**Completed Form:** Send this completed and signed form to the address provided on page 1. Your notification filing will not be considered Active until all the necessary information is received. Please ensure the completeness of your filing to avoid delays.

**Notification Fee(s):** The notification filing fee (specified on page 1) and any applicable late fees must be sent, via check, to the address on page 1 with your completed notification form.

**Assignee List:** If you sell or assign consumer credit sales and/or leases to finance companies or banks, provide a complete list of the companies that purchase or take assignment of your consumer credit sales and/or leases.

**Additional Location List:** If consumer credit sales and/or leases are made someplace other than at the location on the initial notification form, provide a complete list of the locations where consumer credit sales and/or leases are made.

**Collection Agency and Debt Buyer List:** If you engage any collection agencies to collect on defaulted Colorado consumer credit transactions or sell defaulted Colorado consumer credit transactions to any debt buyers, provide a complete list of the collection agencies and/or debt buyers used.

**GAP Administrator List:** If you sell guaranteed asset protection (GAP) waivers, provide a complete list of the GAP administrators.

**DBA, Trade or Assumed names:** If the applicant uses a DBA or trade name, please ensure the name(s) are properly filed with the Colorado Secretary of State. For more information, contact the Colorado Secretary of State at (303) 894-2200, or go to [coloradosos.gov/pubs/business/businessHome](https://coloradosos.gov/pubs/business/businessHome).

**2022 COLORADO RETAIL SALES INITIAL NOTIFICATION FORM**

Legal name of applicant (corporation, limited liability company, partnership, or individual person’s name):

\_\_\_\_\_

Trade names used (if different from above – see the Requirements Checklist):

\_\_\_\_\_

Address of **principal** place of business:

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

Phone number: \_\_\_\_\_ Website (if applicable): \_\_\_\_\_

**Required Information**

1. Date consumer credit transactions commenced in Colorado: \_\_\_\_\_

2. Number of credit sales and/or leases made in prior calendar year: \_\_\_\_\_

3. Total dollar value of credit sales and/or leases made in prior calendar year: \$ \_\_\_\_\_

4. Do you sell or assign consumer credit sales and/or leases to finance companies or banks?

Yes No

➤ **If Yes, complete and send the Assignee List.**

5. Do you have any additional location(s) where consumer credit sales and/or leases are made?

Yes No

➤ **If Yes, complete and send the Additional Location List.**

6. Are consumer credit sales and/or leases made other than at an office, retail store, or location?

Yes No

**If Yes, how?** Mail Internet Other: \_\_\_\_\_

7. Do you collect payments on the contracts you originate?

Yes No

8. Do you engage any collection agencies to collect on defaulted Colorado consumer credit transactions?

Yes No

➤ **If Yes, complete and send the Collection Agency and Debt Buyer List.**

9. Do you sell defaulted Colorado consumer credit transactions to any debt buyers?

Yes No

➤ **If Yes, complete and send the Collection Agency and Debt Buyer List.**

10. Do you sell guaranteed asset protection (GAP) waivers?

Yes No

➤ **If Yes, complete and send the GAP Administrator List.**



Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Contact Person for Consumer Complaints**

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 the Colorado Consumer Credit Sales and/or Consumer Leases. I hereby verify the information stated 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 owner, officer, or partner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name & title



**COLORADO RETAIL SALES NOTIFICATION**  
**ADDITIONAL LOCATION LIST**

If consumer credit sales and/or leases are made someplace other than at the location on the initial notification form, provide a complete list of the locations where consumer credit sales and/or 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)	(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)	(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)	(City)	(State)	(Zip code)



**COLORADO RETAIL SALES NOTIFICATION**  
**COLLECTION AGENCY AND DEBT BUYER LIST**

If you engage any collection agencies to collect on defaulted Colorado consumer credit transactions, provide a complete list of the collection agencies. Attach additional pages if necessary.

Name of collection agency

Address of collection agency

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If you sell defaulted Colorado consumer credit transactions to any debt buyers, provide a complete list of the debt buyers. Attach additional pages if necessary.

Name of debt buyer

Address of debt buyer

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