



STATE OF WASHINGTON

DEPARTMENT OF FINANCIAL INSTITUTIONS  
DIVISION OF CONSUMER SERVICES

P.O. Box 41200 • Olympia, Washington 98504-1200  
Telephone (360) 902-8703 • TDD (360) 664-8126 • <http://www.dfi.wa.gov>

February 26, 2016

**TO:** Check Casher and Check Seller Licensees, including those with a Small Loan Endorsement (Payday Lenders)

**RE:** 2015 Annual Report and Assessment due April 15, 2016

Dear Licensee:

Enclosed are blank copies of two reports required for Licensees of the Check Cashers and Sellers Act:

1. **Annual Assessment Report (AAR)**
2. **Consolidated Annual Report (CAR)**

These two reports, along with assessment fees, must be completed and filed with the Department of Financial Institutions (DFI) by close of business Friday, April 15, 2016.

**What if I did not do any business in Washington during the 2015 calendar year?**

Even if you did no business in Washington during 2015, you must file both of these reports with DFI by April 15, 2016.

**What happens if my company files after the April 15, 2016, deadline?**

If you file after the deadline, DFI has the authority to suspend your license(s) and assess a late fee equal to 25 percent of your annual assessment fee.

**What constitutes a complete filing?**

A complete filing includes the following items:

1. Annual Assessment Report (AAR), even if no fees are owed
2. Annual Assessment check made payable to the "Washington State Treasurer," for entire amount of assessment fee due
3. Consolidated Annual Report (CAR)
4. Year-end financial statements, both Balance Sheet and Income Statement, prepared in accordance with Generally Accepted Accounting Principles (GAAP)
5. 2015 Annual Report Affidavit

**Where do I send the packet?**

Send the complete packet to either of these addresses:

<p><u>Via: US Postal Service</u> Department of Financial Institutions Attn: Consumer Services Exam Unit PO Box 41200 Olympia, WA 98504-1200</p>	<p><u>Via: Other Couriers (UPS, FedEx, etc)</u> Department of Financial Institutions Attn: Consumer Services Exam Unit 150 Israel Rd SW Tumwater, WA 98501</p>
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**What do I do if my company's fiscal year did not end on December 31, 2015?**

If your company's fiscal year does not match the calendar year, then you must do the following three things:

1. Provide all data called for in the attached AAR and CAR for your operations in calendar year 2015 by the close of business April 15, 2016.
2. Along with your AAR and CAR, provide written notice to DFI including your company's license number, fiscal year ending date, and the date you expect to deliver your company's annual financial statements to DFI.
3. Deliver your company's annual financial statements within 105 calendar days after the end of your fiscal year.

**My company closed in 2015. Do I have to file this form?**

If you notified the Department of your business' closure in 2015, but held open small loans into the 2016 calendar year, you must submit this form to reflect your 2015 calendar year volume. In addition, once all small loan activities have ceased, you must submit a closure form reflecting the collection activities you conducted in 2016. You will also need to surrender your license through the NMLS system. This will allow you to complete the closure process. To check the status of your closure, please contact our Licensing staff at (360) 902-8703.

**What if I am not the proper person to complete this request?**

Immediately forward this request to the person in your company responsible for reporting. Licensees are responsible for keeping DFI informed of changes to the company contact person. If the contact information has changed, please update the contact information through the NMLS system.

**How should I transmit sensitive electronic data?**

You must encrypt all sensitive electronic data submitted to DFI. Please contact Rofyah Nor for delivery assistance at (360) 902-8819 or [rofyah.nor@dfi.wa.gov](mailto:rofyah.nor@dfi.wa.gov).

Thank you for responding promptly. If you have questions or need assistance, please contact:

Rofyah Nor  
Management Analyst  
Phone: 360-902-8819  
Email: [rofyah.nor@dfi.wa.gov](mailto:rofyah.nor@dfi.wa.gov)

Enclosures: Blank AAR and CAR

**STATUTES AND RULES RELIED UPON:** Chapter 31.45 RCW and Chapter 208-630 WAC.



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WASHINGTON STATE CHECK CASHERS, CHECK SELLERS, and SMALL LOAN ENDORSEMENTS  
2015 ANNUAL ASSESSMENT REPORT (AAR)

Name of Company as Licensed in Washington: \_\_\_\_\_

License/NMLS Number: \_\_\_\_\_

Reporting Period: **2015 Calendar Year**

Due Date: **April 15, 2016**

*A penalty of 25 percent (25%) of the annual assessment fee will be assessed if the AAR, CAR, and assessment fees are received in our office after due date.*

**Type of Activity Conducted (check all that apply):**

Check Cashing (payroll checks, government checks, etc)     Registered as a Money Services Business (MSB)

Check Selling (money orders, travelers checks, etc)

➤  Agent for: \_\_\_\_\_

Small Loans (payday loans, cash advance, payroll advance, deferred deposit, etc)

➤  Store Front Location Only

➤  Online Only

➤  Store Front Location and Online

2015 Washington Check Casher, Check Seller, and Payday Loan Activity <i>(Answer every question or write "N/A" if Not Applicable)</i>		Washington Locations	Dollar Volume
1	Total dollar volume of checks cashed in Washington State (WA) during 2015		\$
2	If line 1 above is greater than \$1 million, enter the total number of company's locations holding WA Check Casher Licenses	#	
3	Total dollar volume of checks sold in WA during 2015 <i>(Enter zero if checks are sold as an agent of another company)</i>		\$
4	If line 3 above is greater than \$1 million, enter the total number of company's locations holding WA Check Seller Licenses	#	
5	Total dollar volume of small loans made in WA during 2015		\$
6	If line 5 above is greater than \$1 million, enter the total number of company's locations holding WA Small Loan Endorsements	#	
7	Add lines 2, 4, and 6	#	
<b>Annual Assessment Fee Calculation</b>			
8	<b>Annual Assessment Fee: multiply line 7 by \$513.95, enter the result here, and pay this amount. Make checks payable to the "Washington State Treasurer"</b> <i>(Submit this document by due date, even if annual assessment fee is zero)</i>		\$

**WASHINGTON STATE CHECK CASHERS, CHECK SELLERS, and SMALL LOAN ENDORSEMENTS**  
**2015 CONSOLIDATED ANNUAL REPORT (CAR), Page 1**

Name of Company as licensed in Washington: \_\_\_\_\_

License/NMLS Number: \_\_\_\_\_

Reporting Period: **2015 Calendar Year**  
 Due Date: **April 15, 2016**

*A penalty of 25 percent (25%) of the annual assessment fee will be assessed if the AAR, CAR, and assessment fees are received in our office after due date.*

Note: This CAR should include all of the company's Washington State business in a single report. Do not submit separate reports for separate branches. Report dollar amounts in whole dollars. Leave no blanks; enter "0" or "N/A" if needed.

<b>TABLE 1 Analysis of Business Conducted in Washington During the Reporting Period</b>		<b>Column A Check Cashing</b>	<b>Column B Check Selling</b>	<b>Column C Small Loans</b>	<b>Column D Company Totals</b>
1a	Total number of employees for WA locations				#
1b	Total annual payroll for WA locations				\$
2a	Total number of WA transactions*	#	#	#	
2b	Total dollar volume of WA transactions*	\$	\$	\$	
3	Total dollar amount of fees collected on WA transactions*	\$	\$	\$	\$
4a	Number of un-deposited checks held at the end of the period for WA transactions	#		#	#
4b	Dollar amount of un-deposited checks held at the end of the period for WA transactions	\$		\$	\$
5a	Number of returned (NSF) checks/ACH during the period on WA transactions	#		#	#
5b	Dollar amount of returned (NSF) checks/ACH during the period on WA transactions	\$		\$	\$
6	Total dollar amount of fees collected for returned (NSF) checks/ACH on WA transactions	\$		\$	\$
7a	Number of charge-offs (losses), for the period on WA transactions	#		#	#
7b	Dollar amount of charge-offs (losses), for the period in WA	\$		\$	\$
8a	Number of recoveries of losses previously charged off, made during the period on WA transactions	#		#	#
8b	Dollar amount of recoveries of losses previously charged off, made during the period on WA transactions	\$		\$	\$
9	Net income before taxes, in WA				\$
10	Net income after taxes, in WA				\$

\* Complete this section even if you are an "Agent" for another company.

**WASHINGTON STATE CHECK CASHERS, CHECK SELLERS, and SMALL LOAN ENDORSEMENTS**

**2015 CONSOLIDATED ANNUAL REPORT (CAR), Page 2**

Name of company as licensed in Washington: \_\_\_\_\_ License/NMLS Number: \_\_\_\_\_

<b>TABLE 2 Analysis of Payday Loans made in Washington during the reporting period</b>		<b>Totals</b>
1	Total number of WA borrowers	#
2	Total number of active military borrowers in WA	#
3	Total number of WA borrowers whose accounts were referred to collection agencies	#
4	Total number of WA borrowers that entered into installment plans	#
5a	Number of small loans converted to installment plans during the period in WA	#
5b	Dollar volume of small loans converted to installment plans during the period in WA	\$
6	Total number of small loans rescinded in WA	#
7	Total number of small loans involving ACH or other electronic transactions in WA	#
8	Total number of small loans made via the telephone for WA customers	#
9	Total number of small loans made via the Internet for WA customers	#
10	Total number of small loans made without a visit to your office(s) other than phone or internet for WA customers	#

<b>TABLE 3 Required for Companies with Washington Payday Loans Totaling at least \$10 million during 2015</b>					
<b>Payday Loan Terms</b>	<b>Number of Loans</b>	<b>Payday Loan Terms</b>	<b>Number of Loans</b>	<b>Payday Loan Terms</b>	<b>Number of Loans</b>
1 to 7 days	#	15 to 21 days	#	32 or more days	#
8 to 14 days	#	22 to 31 days	#		

<b>Payday Loan Frequency</b>	<b>Total Number of Borrowers</b>	<b>Number of Military Borrowers</b>
1 time	#	#
2 times	#	#
3 times	#	#
4 times	#	#
5 times	#	#
6 times	#	#
7 times	#	#
8 times	#	#

<b>Financial Statements</b>
Submit year-end financial statements, including both a balance sheet and income statement, prepared in accordance with Generally Accepted Accounting Principles (GAAP). Please note that financial statements must be audited if your company uses net worth in lieu of a surety bond.
<input type="checkbox"/> I have uploaded the required financial statements electronically through the NMLS system
<input type="checkbox"/> I have included hard copies of the required financial statements

WASHINGTON STATE CHECK CASHERS, CHECK SELLERS, and SMALL LOAN ENDORSEMENTS

2015 ANNUAL REPORT AFFIDAVIT

AFFIDAVIT OF PREPARER:

I hereby certify under penalty of perjury that I have examined the information contained in this Annual Assessment Report (AAR), Consolidated Annual Report (CAR), and attached supporting documentation (including any accompanying schedules and statements – if any), and the reported information is correct and complete in accordance with the law, and further acknowledge that there are no misrepresentations or omissions of material facts.

Prepared By: \_\_\_\_\_  
*Signature* *Date*

\_\_\_\_\_  
*Typed or printed name of preparer* *Title*

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

AFFIDAVIT OF COMPANY OFFICIAL:

I, \_\_\_\_\_ the undersigned being the \_\_\_\_\_  
*Type or Print Name of Company Official* *Title of Company Official*

of \_\_\_\_\_, a Washington licensed Check Casher/Seller Company,  
*Print Company Name as Licensed*

hereby certify under penalty of perjury that I have examined the information contained in this Annual Assessment Report (AAR), Consolidated Annual Report (CAR), and attached supporting documentation (including any accompanying schedules and statements – if any), and the reported information is correct and complete in accordance with the law, and further acknowledge that there are no misrepresentations or omissions of material facts.

\_\_\_\_\_  
*Signature of Company Official*