



**COLLECTION AGENT
SUPPLEMENTAL APPLICATION**

PLEASE COMPLETE THIS SUPPLEMENTAL APPLICATION FOR THE PROFESSION SHOWN IN THE TITLE ABOVE. THIS IS A SUPPLEMENTAL APPLICATION TO THE MISCELLANEOUS PROFESSIONAL LIABILITY APPLICATION MEO 101 (08/08) OR MEO 102 (08/08) WHICH MUST BE COMPLETED AND ACCOMPANY THIS SUPPLEMENTAL APPLICATION. THIS SUPPLEMENTAL APPLICATION MUST BE SIGNED BY THE SAME PERSON WHO IS REQUIRED TO SIGN THE MISCELLANEOUS PROFESSIONAL LIABILITY APPLICATION.

THIS SUPPLEMENTAL APPLICATION ALONG WITH MISCELLANEOUS PROFESSIONAL LIABILITY APPLICATION FORM MEO 101 (08/08) OR MEO 102 (08/08) ITS ATTACHMENTS AND ALL PREVIOUS APPLICATIONS SHALL SERVE AS THE BASIS FOR THE POLICY, AND SHALL BECOME PART OF THE POLICY AS IF PHYSICALLY ATTACHED. THE *INSURER* RELIES ON THE APPLICATION AND THIS SUPPLEMENTAL APPLICATION IN ISSUING THE POLICY. COVERAGE IS AFFORDED ONLY IF AND TO THE EXTENT INDICATED BY THE TERMS AND CONDITIONS OF THE POLICY IF ISSUED.

1. Applicant Name (SHOULD MATCH THAT GIVEN IN ANSWER TO QUESTION #1 OF THE MISCELLANEOUS PROFESSIONAL LIABILITY APPLICATION FORM MEO 101 (08/08) OR MEO 102 (08/08)

a. Describe the main type(s) of collections handled? _____

b. What is the average dollar value of collections? \$ _____

c. What is the highest amount of any collection done in the past twelve months? \$ _____

2. Are Applicant's fees contingent upon successful collection (i.e., does the Applicant receive a percentage or commission on each successful collection)? Yes No

If yes, please explain terms and conditions: _____

3. Are controls/procedures in place to ensure that the Applicant complies with the provisions of the Fair Debt Collections Practice Act (FDCPA)? Yes No

a. Are Applicant's procedures in compliance with the FDCPA regarding types of communication with the consumer when collecting debt? Yes No

b. Are procedures in place that comply with the FDCPA regarding all types of communication with third parties when collecting debt? Yes No

c. Are procedures in place that comply with the FDCPA to ensure employee conduct is not considered abusive or harassing when collecting debt? Yes No

d. Are procedures in place in compliance with the FDCPA to ensure employees do not make false or misleading representations when collecting debt? Yes No

4. Are controls/procedures in place to ensure that the Applicant complies with applicable state law regarding the collection of debt? Yes No

5. Does the Applicant engage in any repossession activities? Yes No
If YES, please indicate percentage of total revenues derived from such activities and types of property repossessed.

6. Are any collections referred to outside attorneys for legal action on behalf of clients? Yes No
If YES, please indicate how often and under what circumstances outside attorneys are engaged:

7. Does Applicant purchase debt from others and perform collection services on such purchased debt? Yes No
If YES provide explanation:

8. Is the Applicant involved in factoring of accounts receivable? If yes, explain: Yes No

9. Has any complaint ever been made against the Applicant to any Grievance Committee, Collector Association, Better Business Bureau, or similar organizations? If yes, provide dates and details. Yes No

10. Has Applicant ever been convicted of a violation of any statute applying to Collection Agencies? Yes No
If yes, provide dates and details _____

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SIGNED: _____

DATE: _____