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## Collection Agency Supplement

1. Applicant Name: \_\_\_\_\_  
(Proposed First Named Insured)

2. What percentage of Applicant's gross annual revenues is from:

- \_\_\_\_\_ % Consumer or retail collections
- \_\_\_\_\_ % Commercial collections-business debts or other non-consumer debt
- \_\_\_\_\_ % Governmental collections (e.g. student loans, etc.)
- \_\_\_\_\_ % Property repossessions

3. List all states where Applicant provides collection or credit bureau services:

\_\_\_\_\_  
\_\_\_\_\_

4. What approximate percentage of Applicant's collection activities are conducted through:

- \_\_\_\_\_ % Collection efforts by mail
- \_\_\_\_\_ % Collection efforts by telephone
- \_\_\_\_\_ % Visits to debtor's residence or place of business
- \_\_\_\_\_ % Legal proceedings
- \_\_\_\_\_ % Other (Specify: \_\_\_\_\_)

5. What measures does Applicant take to assure compliance with the Fair Debt Collection Practices Act and/or the Fair Credit Reporting Act? \_\_\_\_\_  
\_\_\_\_\_

6. Do employees receive training and continuing education on the above mentioned regulations?  Yes  No

7. Do employees investigate reports challenged by consumers and follow set procedures for resolution?  Yes  No

8. Please describe Applicant's system for obtaining and disseminating credit or collections information: \_\_\_\_\_  
\_\_\_\_\_

9. Has Applicant's legal counsel reviewed and approved all forms and form letters used in collection activities?  
 Yes  No

10. Does Applicant carry employee dishonesty coverage or a fidelity bond on its employees?  Yes  No  
If yes, please provide the following:

Insurance Company \_\_\_\_\_ Limit per employee/Blanket limit: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

**THIS COLLECTION AGENCY SUPPLEMENT IS ATTACHED TO AND FORMS A PART OF THE MISCELLANEOUS E&O APPLICATION. IT IS SUBJECT TO THE SAME PROVISIONS CONCERNING REPRESENTATIONS AND WARRANTIES MADE AS IN THE BASIC APPLICATION.**

\_\_\_\_\_  
Signature of authorized representative of Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print name of authorized representative

\_\_\_\_\_  
Date