

**December 14, 2018**

**TO THE AGENCY PROVIDING DEBT MANAGEMENT PLANS ADDRESSED**

Pursuant to Virginia Code Section 6.2-2009, every agency providing debt management plans required to be licensed under Chapter 20 of Title 6.2 of the Code of Virginia shall file an annual report, under oath, with the Commissioner of Financial Institutions. Reports covering operations during the preceding calendar year are to be filed not later than **March 25, 2019**, by mailing or delivering them to the Bureau of Financial Institutions, 1300 East Main Street, Suite Eight Hundred, P.O. Box 640, Richmond, Virginia, 23218-0640. We enclose the annual report form for your convenience. The same form may also be downloaded from our web site at [http://www.scc.virginia.gov/bfi/reg\\_inst/repts.aspx](http://www.scc.virginia.gov/bfi/reg_inst/repts.aspx). **The Statute does not provide for extension of the filing period and a penalty may be imposed for late filing.**

Please follow the instructions carefully. Incomplete or inaccurate reports cannot be accepted for filing and will be returned. If space provided is insufficient, continuations on 8 1/2" by 11" paper may be added. If you have any questions, please feel free to contact Randy Street at (804) 371-9269 or at [Randy.Street@scc.virginia.gov](mailto:Randy.Street@scc.virginia.gov).

Very truly yours,

Robert F. Mednikov  
Assistant Deputy Commissioner

Attachment

**COMMONWEALTH OF VIRGINIA  
STATE CORPORATION COMMISSION  
BUREAU OF FINANCIAL INSTITUTIONS  
ANNUAL REPORT OF AGENCIES PROVIDING DEBT MANAGEMENT PLANS  
FOR THE YEAR ENDING DECEMBER 31, 2018**

**Bureau of Financial Institutions  
1300 East Main Street, Suite 800  
Post Office Box 640  
Richmond, Virginia 23218-0640**

**FILE IN DUPLICATE**

**GENERAL INFORMATION**

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1. Name and mailing address of licensee:

2. Virginia license number:

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3. Provide the **(name, title, address, telephone number, fax number and e-mail address)** for the individual to be contacted with respect to:

(A) Questions which may arise from this report:

(B) Scheduling Examinations:

(C) Consumer Complaints:

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4. During 2018, did the licensee notify the Commissioner, in writing, of the name, address, and position of each new senior officer, member, partner, director, or principal? If not, provide the required information in a separate written statement.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

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5. Describe any transactions that occurred in 2018 which resulted in an individual or entity acquiring, directly or indirectly, 25 percent or more of the ownership of the licensee. Attach additional 8 ½" x 11" paper if necessary.

6. During 2018, did the licensee comply with the reporting requirements described in § 6.2-2010 and 10VAC5-120 I? If not, provide a separate written statement describing such events and their expected impact upon the business of the licensee. Answer “yes” if no such reportable events occurred during the year or if all such events have previously been reported.

YES \_\_\_\_\_ NO \_\_\_\_\_

**LIST OF OFFICES**

7. List the physical location and mailing address of each office where credit counseling business was conducted pursuant to Chapter 20 of Title 6.2 of the Code of Virginia **as of December 31, 2018**, and indicate by marking with an asterisk (\*) each location where Virginia records are maintained. (Attach an additional sheet of 8 1/2” by 11” paper, if necessary.)

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**DEBT MANGEMENT PLANS**

8. (a) Number of Virginia clients enrolled in debt management plans at the end of the calendar year: \_\_\_\_\_  
(b) Total volume of funds received from Virginia clients under debt management plans during the calendar year: \_\_\_\_\_  
(c) Number of Virginia clients enrolled in debt management plans during the calendar year: \_\_\_\_\_

9. Does the licensee (i) allow a third party to provide any debt pooling and distribution services on its behalf; or (ii) delegate to a third party any of its responsibilities under a debt management plan whereby the third party obtains control over any money provided by consumers for subsequent distribution to the consumers’ creditors? If yes, provide the third party’s name, contact person, address, and telephone number.

**AFFIDAVIT**

State of \_\_\_\_\_ )

County or City of \_\_\_\_\_ )

I, \_\_\_\_\_, being the \_\_\_\_\_  
(Name of Officer of Licensee) (Title)

of \_\_\_\_\_  
(Agency Providing Debt Management Plans)

swear or affirm that, to the best of my information and belief, the facts in this report, including any accompanying schedules and statements, are true.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

Registration Number of Notary: \_\_\_\_\_

My commission expires: \_\_\_\_\_

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**PLEASE MAKE SURE THIS REPORT AND THE FINANCIAL STATEMENT OF THE LICENSEE ARE FILED BEFORE THE MARCH 25TH DEADLINE. IF AUDITED FINANCIAL STATEMENTS ARE BEING PREPARED BUT ARE NOT READY, PLEASE INDICATE BELOW THE APPROXIMATE DATE THAT THEY WILL BE FILED WITH THIS BUREAU AND ATTACH CURRENT INTERNAL FINANCIAL STATEMENTS. (If an audit of the licensee is not conducted, current internal statements alone are acceptable and should be attached.)**

**Anticipated filing date of audited financial statement of licensee:** \_\_\_\_\_