

## Debt Collection Report: Record of Consumer Activity

Under 6 RCNY 2-193(b)(1) and 5-77(k), debt collectors must maintain records about the consumer activity described in this report. Attach additional sheets if necessary. You must make this report available to the Department of Consumer and Worker Protection (DCWP) upon request.

Type of Consumer Activity	Instructions to Complete Column A Based on Consumer Activity	Instructions to Complete Other Columns Based on Consumer Activity
Complaints	Insert the number "1."	Complete B-H. <i>Column B: Date is the date of the consumer activity.</i> <i>Column E: Source can include the medium of communication the consumer used; for example, "letter."</i>
Disputes and Requests for Verification of Debt	Insert the number "2."	Complete B-H, if applicable. <i>Column G: Include the date and type of response; for example, "verification sent" or "unverified letter sent."</i>
Cease and Desist Requests	Insert the number "3."	Complete B-H, if applicable. <i>Column G: Include the date and any further contacts by the debt collection agency.</i>

Year:		Month:	
Debt Collector Name:		DCWP License Number (if applicable):	

A	B	C	D	E	F	G	H
Consumer Activity	Date	Consumer Name	Account Information	Source of Information	Summary and Development(s)	Collector Response (Include Dates)	Current Status

A	B	C	D	E	F	G	H
Consumer Activity	Date	Consumer Name	Account Information	Source of Information	Summary and Development(s)	Collector Response (Include Dates)	Current Status

I am authorized (e.g., owner, sole proprietor, general partner, director, corporate officer, member, or shareholder owning 10% or more of company stock) to complete and sign this report on behalf of the Debt Collector.

I understand that falsification of any statement made herein is an offense punishable by fines, imprisonment, and/or revocation of my Debt Collection Agency license.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Position/Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date