



State of Washington  
 Business Licensing Service  
 PO Box 9034  
 Olympia, WA 98507-9034  
 360-705-6741

UBI number

## Collection Agency Business Financial Statement/Balance Sheet

**(This form must be completed and submitted with a Business License Application)**

A business balance sheet must be completed and submitted by the sole proprietor or the business entity (partnership, corporation, or limited liability company). The information is required to properly evaluate the applicant's ability to qualify for a license. The Department is authorized to make all inquiries considered necessary to verify the accuracy of the statements made in this application to determine if the applicant qualifies to obtain a license.

### A Applicant information

Applicant name (*Entity name*) \_\_\_\_\_

Applicant address *Street or route, city, state, zip code* \_\_\_\_\_

Type of business (check one):

- Sole proprietor     
  Partnership     
  LLC     
  Corporation

State of financial condition as of \_\_\_\_\_, 20\_\_\_\_ (must be no more than 3 months old)

### B Assets, liabilities, equity (continued on page 2)

#### Assets

##### Current Assets

Cash on hand *	\$	
<b>Business checking account *</b>	\$	
Trust (client funds)	\$	
<b>Savings *</b>	\$	
<b>Certificates of deposit *</b>	\$	
Accounts receivable (clients)	\$	
Accounts receivable (other)	\$	
Notes receivable	\$	
Other - specify prepaid expenses	\$	

\* The total of the four starred items must be **at least \$7,500**; the total of the three bolded items must be **at least \$5,000**

**Total current assets**      \$ \_\_\_\_\_

##### Fixed assets

Auto	\$	
Furniture, fixtures, etc.	\$	
Real estate	\$	
Other - specify: _____	\$	

**Total fixed assets**      \$ \_\_\_\_\_

**Total assets**      \$ \_\_\_\_\_

#### Liabilities

Accounts payable (clients)	\$	
Accounts payable (other)	\$	
Unpaid state and federal taxes	\$	
Other unpaid taxes - interest	\$	
Real estate mortgages - payable to: _____	\$	
Notes payable to banks - unsecured	\$	
Notes payable to banks - secured	\$	
Notes payable to other - specify: _____	\$	
Other debts (lease agreements, etc., <b>itemize on separate sheet</b> )	\$	

**Total liabilities**      \$ \_\_\_\_\_

**B Assets, liabilities, and equity (continued from page 1)**

**Corporation** (if your company is not a corporation, skip this portion and fill out the non-corporation portion below)

**Shareholder's equity**

Common & preferred stock \$ \_\_\_\_\_  
Retained earnings \$ \_\_\_\_\_  
Current earnings \$ \_\_\_\_\_  
Less: Treasury stock (\$ \_\_\_\_\_ )

**Total shareholder's equity** \$ \_\_\_\_\_

**Total liabilities and shareholder's equity** \$ \_\_\_\_\_

(This amount must be at least \$7,500 and match **Total assets** on Page 1)

**Non-corporation** (complete this portion if your company is a sole proprietorship, LLC, or partnership)

**Owner's equity**

Owner's paid-in capital \$ \_\_\_\_\_  
Retained earnings \$ \_\_\_\_\_  
Current earnings \$ \_\_\_\_\_

**Total owner's equity** \$ \_\_\_\_\_

**Total liabilities and owners** \$ \_\_\_\_\_

(This amount must be at least \$7,500 and match **Total assets** on Page 1)

**C Additional Information**

List all persons <u>with</u> more than a 20% interest in the business.	% of interest
_____	_____
_____	_____
_____	_____
_____	_____

- 1. Does the applicant agency have any debts, obligations, or potential liabilities of the applicant not listed elsewhere on this application?  Yes  No
- 2. Is the applicant an endorser, co-maker/signer or guarantor on an outstanding liability?  Yes  No
- 3. Are there any assets of the applicant, including stock, pledged or assigned other than those described?  Yes  No
- 4. Can the applicant agency meet its obligations as they mature?  Yes  No

**If you answered yes to questions 1-3, please attach additional pages and explain in detail, including an estimate of the liability or debt where applicable.**

**D Certification**

I certify under penalty of perjury that the information contained in this document is true and correct.

Signature (must be company owner, partner, or officer)	Signer's name and title (please print)	Date
Prepared by (please print)	Preparer's phone number	