

2015 Pawnshop Annual Report Instructions

Annual Report Due Date: June 1, 2016 (§85.502, Texas Administrative Code)

AVOID PAYING FINES AND LOSING YOUR LICENSE

You may face administrative enforcement actions (fines and license suspension or revocation) if you fail to:

- file a complete, correct report by the June 1, 2016 deadline, AND
- maintain the appropriate level of net assets

Report Submission

The Annual Report must be submitted by June 1, 2016. You should complete this form electronically and submit by email to pawn.annualreport@occc.texas.gov. Please do not print and email an imaged copy.

Have Questions? Contact Joseph Adamek at 512.936.7653 or joseph.adamek@occc.texas.gov.

Instructions for Downloading Necessary Forms for Reporting

The 2015 Pawnshop Annual Report is comprised of two documents as shown below. All documents are located on the Office of Consumer Credit Commissioner website at <http://occc.texas.gov/industry/pawnshops-and-pawn-employees/annual-reports>. Please visit the webpage to retrieve the report and follow the instructions to file the report.

- 2015 Pawnshop Annual Report Instructions
- 2015 Pawnshop Annual Report Reporting Document

Note: Please save a copy of your completed report in your pawnshop's records.

2015 Pawnshop Annual Report Instructions

This document contains all information necessary to complete the 2015 Pawnshop Annual report. You should read this document in its entirety prior to completing the reporting document.

2015 Pawnshop Annual Report Reporting Document (.pdf)

The screenshot shows the top portion of the 'ANNUAL REPORT OF PAWNSHOP LICENSES' form. The header includes the OCCC logo and the Texas Office of Consumer Credit Commissioner. The form is for the twelve months ended December 31, 2015, with a due date of June 1, 2016. It contains several sections for data entry, each with a text box for the user to provide information. The fields are currently empty, except for the 'Due Date' which is pre-filled with 'JUN 1 2016'.

Master File: [] **License Number:** []

Company Name: []

Number of pawn transactions made from January 1, 2015 to December 31, 2015: []
This is the total number of pawn loans written during this period, including new pawn loans and renewals.

Total dollar amount of pawn loans from January 1, 2015 to December 31, 2015: \$ []
This is the total dollar amount of all pawn loans written, including new pawn loans and renewals. The amount may be determined by totaling the AMOUNT FINANCED section of all pawn loans written from January 1 to December 31.

Number of pawn loans outstanding on December 31, 2015: []
This is the total number of pawn loans that were active on December 31.

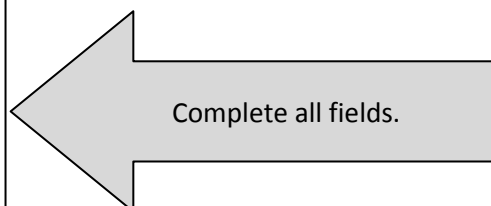
Amount of pawn loans outstanding on December 31, 2015: \$ []
This is the total dollar amount of all loans that were active on December 31.

I certify that the answers given herein are true and correct. I agree to be contacted if there are any questions about this submission.

Name and Title: [] **Date:** []

Telephone Number: [] **e-mail:** []

To file this report, either click Submit at the top of this document or save and email a copy to pawn.annualreport@occc.texas.gov.



If you are using Gmail, Yahoo, or a default email client

This screenshot shows the same form as the previous one, but with sample data entered into the fields. The 'Due Date' is now 'JUN 1 2015'. The form is presented within a web browser window, with a 'Submit Form' button visible in the top right corner of the page.

Master File: 100 **License Number:** 1234

Company Name: XYZ Pawn

Number of pawn transactions made from January 1, 2014 to December 31, 2014: 100
This is the total number of pawn loans written during this period, including new pawn loans and renewals.

Total dollar amount of pawn loans from January 1, 2014 to December 31, 2014: \$10,000.00
This is the total dollar amount of all pawn loans written, including new pawn loans and renewals. The amount may be determined by totaling the AMOUNT FINANCED section of all pawn loans written from January 1 to December 31.

Number of pawn loans outstanding on December 31, 2014: 50
This is the total number of pawn loans that were active on December 31.

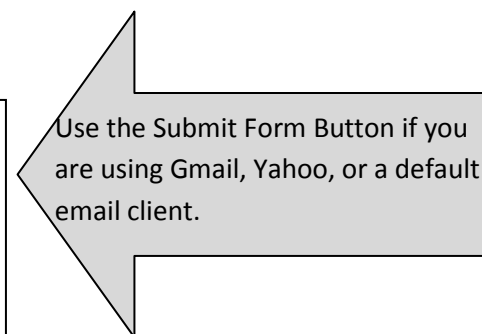
Amount of pawn loans outstanding on December 31, 2014: \$5,000.00
This is the total dollar amount of all loans that were active on December 31.

I certify that the answers given herein are true and correct. I agree to be contacted if there are any questions about this submission.

Name and Title: John Smith, Owner **Date:** 6/01/2015

Telephone Number: 512-555-1234 **e-mail:** john@xyzpawn.com

To file this report, either click Submit at the top of this document or save and email a copy to pawn.annualreport@occc.texas.gov.



To: pawn.annualreport@occc.texas.gov
Subject: Submitting Completed Form
Attachment: Pawn Annual Report 2014 (2).pdf

From:
Email Address: John@xyzpawn.com
Full Name: John Smith

☐ Remember me

To save your email address and name in Acrobat's Identity preferences, check Remember me. Do not check this box if you are using a public computer.

Send **Cancel**

After clicking Submit Form, enter email address, full name, and choose Send.

Send Email

How would you like to send this email?

☒ Default email application
☐ Use Webmail
 Select

☐ Remember my choice

Continue **Cancel**

If your email client is set to default, choose Default email application.

Use Webmail for Gmail or Yahoo email access.

After these steps have been completed, you should have an outgoing email with the report attachment ready to be sent.

If you are not using a supported email client

If you are not using an email client supported by Adobe, you must save the completed .pdf document and email the file to pawn.annualreport@occc.texas.gov.

File Edit View Window Help

Open... Ctrl+O
 Open From Acrobat.com...
 Create PDF Online...
 Save Ctrl+S
 Save As Other...
 Save To Acrobat.com...
 Send and Track Files Online
 Send File...
 Get Documents Signed...
 Revert
 Close Ctrl+W
 Properties... Ctrl+D
 Print... Ctrl+P
 View All Recent Files...
 1 C:\Users\...\Pawn Annual Report 2014 (2).pdf
 2 C:\Users\...\pre-paid mailing label.pdf
 3 D:\...\Pawn Annual Report 2014 (1).pdf
 4 D:\Desktop\Pawn Annual Report 2014 (1).pdf
 5 C:\Users\...\Pawn Annual Report 2014 (1).pdf
 Exit Ctrl+Q

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 of pawn loans from January 1, 2014 to December 31,
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