

Plain Language Contract Submission Form

(Please fill in the following blanks and submit this form to the OCCC with your plain language contract submission.)

A. Contact Information

1. Contact person:
Address:

2. Name of Business*:
Address (if different):

Telephone: - -
Fax: - -
Email:

Telephone (if different): - -
Fax (if different): - -

3. Name of Business's Registered/Statutory Agent
Address:

Telephone: - -

B. Contract Submission Requirements (A digital version of the submitted contract is required.)

- I have submitted a scanned version of the actual plain language contract that will be used. (PDF)
- I have submitted a digital version of the plain language contract in Microsoft Word format (.doc or .docx).

3. This contract is a: New Submission Revision for contract with form #

C. Plain Language Requirements

Contract Type (Chapter 342 Subchapters E, F, G, or Chapter 348):

Font type

Size (8 pt minimum)

Flesch-Kincaid Grade Level (see maximum below)

Form Number

(This is a number that you assign to the contract to uniquely identify it. The number must appear on the submitted contract.)

D. Certificate of Readability and Acknowledgment

I certify that the information shown above is correct, and the enclosed contract submission: (1) is drafted in plain language; (2) meets the minimum font type and font size requirements specified by 7 Texas Administrative Code §84.806 or 7 Texas Administrative Code §90.103, as applicable; and (3) has Flesch-Kincaid score that does not exceed the maximum Flesch-Kincaid score for the type of contract shown below.

Maximum Flesch-Kincaid Scores by Contract Type	
Type of Contract	Maximum Flesch-Kincaid Grade Level Score
Chapter 342-E – consumer loan	9.0
Chapter 342-F – consumer loan	8.0
Chapter 342-G secondary mortgage loan	10.0
Chapter 348 motor vehicle retail installment contract	11.0

I also certify that the contract is fully compliant with federal and state law. I understand the OCCC will only review the submitted contract for font type, font size, and the Flesch-Kincaid score. I also understand the OCCC will conduct a compliance review of the individual contract provisions during a routine examination.

(Signature of contact person)

(Date)

* If the contracts will be used by someone other than business shown above, please identify all such users in a separate attachment by name, address, telephone number and contact person.