

Pawn Annual Report Information

- (1) Login to Alecs and download the report template by navigating to **Manage my Business -> Download Report Template ->**



Download Annual/Quarterly Report Templates * Mandatory Fields

When completing the report, answer the questions in the designated cells. Do not make any changes to the report template. Changes to the template will cause the report to be rejected. [Click here](#) for an example of a correctly completed report.

License/Registration type *

Report Type *

Report Format

Download Bulk Reports Template

- (2) Complete all required information **for every license** under your Master File on this one template. In this example, the pawn company has three locations and each store is reported on a separate row (license number 95471, 95472, and 95473).

License #	Number of pawn transactions made from January 1 to December 31: 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 to December 31: 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: This is the total number of pawn loans that were active on December 31.	Amount of pawn loans outstanding on December 31: This is the total dollar amount of all loans that were active on December 31.
95471	50	5000	10	1000
95472	75	7500	12	1200
95473	85	8500	15	1500

If any license numbers are not included then you must **refile a report with all license numbers.**

- (3) Save the File and then navigate to **Manage my Business -> Upload Report Template**