

Essential Guidelines for Reporting

Companies or Individuals Holding Multiple Licenses

- Each company or individual holding more than one license should file one consolidated report for all licenses under each company and master file license number.
- Different entity types cannot be combined within a consolidated report (i.e., partnerships and corporations should not be combined in a consolidated report even if one person controls both entities)
- Each different legal entity is required to file a separate report.

Reporting Questions – Report Texas transactions only

Line 1: Enter the total number and amount of motor vehicle retail installment contracts (MVRICs) that you originated during the previous calendar year. For purposes of this line, originated contracts are contracts in which you were the retail seller. Report the total amount financed for all originated contracts during the reporting year.

Line 2: Enter the total number and amount of MVRICs that you acquired during the previous calendar year. Report the total outstanding balances of the contracts at the time they were acquired.

Line 3: Enter the total number and amount of MVRICs that you serviced during the previous calendar year. Report the total number of contracts serviced and the total outstanding balance serviced as of December 31.

	Number (#)	Amount (\$)
1: Retail Installment Contracts Originated in the Previous Calendar Year <small>You have originated a contract if you are the seller.</small>	\$	\$
2: Retail Installment Contracts Acquired in the Previous Calendar Year <small>You have acquired a contract if you are the holder but were not the seller.</small>	\$	\$
3: Retail Installment Contracts Serviced in the Previous Calendar Year <small>Report active outstandings serviced as of December 31.</small>	\$	\$