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**STATE OF COLORADO**  
**DEPARTMENT OF LAW**

**RALPH L. CARR**  
**COLORADO JUDICIAL CENTER**  
1300 Broadway, 6th Floor  
Denver, Colorado 80203  
Phone (720) 508-6012  
**Consumer Protection Section**  
**Consumer Credit Unit**

**M E M O R A N D U M**

**TO:** Retail Sales Businesses

**FROM:** Uniform Consumer Credit Code (“UCCC”)  
Telephone: (720) 508-6012  
E-Mail: [uccc@coag.gov](mailto:uccc@coag.gov)

**RE: RETAIL SALES NOTIFICATION FILING & FEE**

Credit sellers and retail merchants that regularly extend consumer credit as a “creditor” must annually file and pay UCCC notification. [5-6-201, 5-6-202, & 5-6-203, C.R.S.]

A “creditor” is a person or business that sells or leases goods or services to consumers and either arranges financing from others or provides its own financing. If your name appears on a retail installment contract or consumer lease as the creditor or lessor, even if you immediately sell or assign the contract to a finance company or bank, you are a creditor.

A consumer credit sale contract is entered into by a creditor and an individual person, rather than an organization; is primarily for personal, family, or household purpose; the debt is created by written agreement and includes a finance charge or interest or that has 5 or more installments; and with respect to the sale of goods and services, the amount does not exceed \$75,000. [5-1-301(11), C.R.S.]

A consumer lease is entered into by a creditor and an individual person, rather than an organization; is primarily for personal, family, or household purpose; the term exceeds four months; and the amount payable under the lease does not exceed \$75,000. [5-1-301(14), C.R.S.] All companies regularly entering into consumer leases must file notification.

Retail sales companies are required to file notification even if the contracts are immediately sold or assigned to a third party. In addition, retail sales companies are subject to periodic compliance examinations pursuant to Section 5-6-203, C.R.S.

You are required by law to file the UCCC notification form and pay the notification fee within 30 days after commencing business in Colorado and thereafter, on or before January 31 of each year.

**If you are required to file notification and fail to do so, consumers have no legal obligation to pay any of the finance charges due under the credit transactions.**

In addition to the notification form, you must also complete and return the following:

- List of Assignees/Serviceers;
- Contact Information List; and
- Ownership – Collection Activity Questionnaire

**Payment of \$130 is due within 30 days of commencing business.** If a complete notification and fee payment are not received within 30 days of commencing business, a late payment fee of **\$5.00 per calendar day** is imposed starting the 31<sup>st</sup> day of business. This fee will continue to accrue until your notification is properly filed and all fees due are received.

**Sole Proprietors and Individual Registrants** must also provide a photocopy of your driver's license, state identification card, or other photo identification.

**Please complete and return required forms by mail to:**

Colorado Department of Law  
Consumer Protection Section, Uniform Consumer Credit Code  
Ralph L. Carr Colorado Judicial Center  
1300 Broadway, 6th Floor  
Denver, CO 80203

Fees may be paid by paper check (made out to the Colorado Uniform Consumer Credit Code and enclosed with your completed notification form).

**The notification form is not a license and you will not receive a certificate.**

Please note that if you make, service, or take assignment of supervised loans (direct loans in excess of 12% APR), you must obtain a supervised lender's license. Applications are available at [www.coag.gov/uccc/licensing](http://www.coag.gov/uccc/licensing).