



STATE OF TENNESSEE  
**DEPARTMENT OF FINANCIAL INSTITUTIONS**

**PHIL BREDESEN**  
GOVERNOR

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**GREG GONZALES**  
COMMISSIONER

**MEMORANDUM**

**TO: Check Cashers Licensee**  
**FROM: Stephen Henley, Director**  
**Compliance Division**

**SUBJECT: Renewal Application and Annual Report**  
**Required by Tennessee Code Annotated § 45-18-109**

Enclosed, please find your Application for Renewal of Check Cashers License and Annual Report Form, including instructions. Tennessee Code Annotated § 45-18-109 requires that both forms be completed and returned to this Department on or before **Tuesday, September 1, 2009**. According to TCA § 45-18-109(d), each licensee who fails to remit the renewal fee and annual renewal application by September 1, will incur a **late fee of fifty dollars (\$50) per day** until these requirements are met.

Please review the business name and address shown on the application and, if applicable, note any changes in the space provided. Business locations are presented on a separate page of the application. Please note any corrections to this information. **Please note: Before the Department can act upon your renewal application, all outstanding examination fees must be paid in addition to the renewal fee.** Also, respond to the questions and, if applicable, provide details on a separate sheet. Please sign the application and have it notarized. The renewal application must include a renewal fee of \$500 for **each** location. In addition, the licensee must maintain a minimum net worth of \$25,000 per business location.

Also, complete the Annual Report Form that includes a balance sheet, income statement and other statistical information. This report is designed to cover the business activities conducted under the Check Cashers Act for the period **January 1, 2008 to December 31, 2008**. Please follow the accompanying instructions. You may wish to confer with a certified public accountant (CPA) or public accountant. Please sign the Annual Report and have it notarized.

Mail the application, annual report and renewal fee to the Tennessee Department of Financial Institutions, to the attention of Stephen Henley. If you have any questions regarding the foregoing, please contact our office at (615)741-3186.

**UNIFORM STATE REPORT/ANNUAL REPORT**  
**INTRODUCTION & INSTRUCTIONS**

The purpose of the uniform state report is to provide a detailed summary of information for all operations conducted by the legal entity required to file in accordance with Tennessee Code Annotated § 45-18-109 of the Check Cashing Act, or imposed by the regulating authority administering the Act.

The reporting entity must follow all instructions explicitly. If a company or affiliate operates more than one licensed office, the report must be filed on a composite basis. When preparing the report, do not underline or change captions. Report all amounts in even dollars. Where insufficient space is provided to set forth the facts adequately, annex a schedule giving the details.

The following schedule letters, captions and item numbers correspond with those shown in the report.

**REPORTING ENTITY: INSTRUCTIONS**

**Schedule A**  
**Statement of Income and Expenses**

The purpose of this schedule is to show all income derived or produced by the reporting entity during the period covered by the report.

- (1) Check Cashing Fees Collected and/or Earned: This account must report all check cashing fees.
- (2) Other Business Income: This account must itemize all other revenue earned or collected by the reporting entity not derived from check cashing.
- (3) Total Income: The sum of Items 1 and 2 under Combined Column.
- (4) Advertising: This account must show the amount of expenses by the reporting entity during the year for promoting or retaining the business of the reporting entity. Show only the amount for purchases of advertising supplies or outside services.
- (5) Audit/Examinations: This account must show the of amount of expenses by the reporting entity during the year for auditing and/or examination.
- (6) Charge-Offs: This account must show expenses reported when default occurred.
- (7) Depreciation and Amortization: This account must show the amount of all depreciation and amortization expenses occurred during the year for fixed assets and other depreciable and amortizable assets.
- (8) Insurance & Fidelity Bonds: This account must show the amount of expenses by the reporting entity during the year for all insurance and bonding.
- (9) Legal & Accounting Fees: This account must show the amount of expenses by the reporting entity during

the year for legal and accounting fees related to the activities of outside counsel.

- (10) Office Supplies: Must include printing, office supplies, and other general office expenses.
- (11) Rent, Maintenance Services and Utilities: This account must show the total amount paid by the reporting entity during the year for the rental of buildings, maintenance services and utilities.
- (12) Total Compensations of Officers and/or Owners: This item must include all salaries, bonuses, pensions paid during the year.
- (13) Salaries or wages of all Employees: This item must include all salaries, bonuses, wages, pensions paid during the year.
- (14) Taxes other than on Income: All tax excluding State & Federal Income Tax.
- (15) License Fees: This account must show the amount of expenses by the licensee during the year for amount paid to city, county, state and federal governments.
- (16) Telephone/Fax /Internet: This item must include the amount of all facsimile, telephone, internet/web-site paid during the year.
- (17) Travel & Meals: This account must show the amount of expenses by the licensee during the year for business travel and meals.
- (18) Miscellaneous: This account must list all other expenses incurred by the reporting entity not otherwise shown.
- (19) Interest Expense: Represents total interest expenses on all debt obligations during the year.
- (20) Total Expenses: Sum of Items 4 through 19.
- (21) Income Before Tax: Item 3 less Item 20.
- (22) Tax(es): This item must show the amount of state and federal income taxes paid or accrued for the year.
- (23) Total Expenses including Tax: Item 20 plus Item 22.
- (24) Net Income: Item 3 less Item 23.

## **Schedule B** **Balance Sheet**

The purpose of this schedule is to show the financial position of the reporting entity for the period covered by this report.

- (1) Cash and Cash Equivalents: This account must include all cash and any instruments that converted into cash within 90 days.
- (2) Securities: This account must report the amount of investments in securities, such as stocks, bonds and other securities.
- (3) Accounts Receivable: This account must reflect the balance due from customers less the allowance for bad debts.
- (4) Notes Receivable: Any loan licensed entity loaned out not in ordinary course of business.
- (5) Cash Surrender Value of Life Insurance on Officers, Owners: This account must report the cash surrender value of life insurance policies carried by the reporting entity.
- (6) Prepaid Expenses: This account must show the expenses paid in advance.
- (7) Total Current Assets: The sum of Item 1 through Item 6.
- (8) Furniture, Fixtures & Equipment: This account must report the cost of tangible assets, such as furniture, computers, office equipment, signs and other fixtures owned by the company less accumulated depreciation.
- (9) Vehicles: This account must show the cost of vehicles less accumulated depreciation titled in the reporting entity's name.
- (10) Buildings: This account must show the cost of the building(s) owned by the reporting entity.
- (11) Leasehold Improvements: This account must show the cost of improvements to leased property, such as buildings, walkways, landscaping, etc.
- (12) Land: This account must show the cost of the land owned by the reporting entity.
- (13) Total Fixed Assets: The sum of Item 8 through Item 12.
- (14) Other Assets: This account must show the value of other assets owned by the reporting entity.
- (15) Investment(s) Other than Business: Equities in other businesses not included in the above reporting.
- (16) Total Assets: The sum of items 7, 13, 14 & 15.

- (17) Accounts Payable: This account must report current liabilities to creditors.
- (18) Payroll: This account must report the amount of wages, salaries or other compensation due to employee(s) of the reporting entity.
- (19) Rents Payable: This account must report the rent or lease payments due in the current period.
- (20) Taxes: This account must report the amount of all federal, state, city and county taxes due in the current period.
- (21) Current portion of Long-Term Debt: This account must report the current debt payable within 12 months.
- (22) Other Current Liabilities: Other current liabilities not listed above.
- (23) Total Current Liabilities: Sum of item 17 through Item 22.
- (24) Mortgage, Bonds & Notes Payable: This account must report the amount of long-term obligations.
- (25) Other Long-Term Liabilities: Other long-term liabilities not listed above.
- (26) Total Long-Term Liabilities: The sum of Items 24 and 25.
- (27) Total Liabilities: The sum of Item 23 and Item 26.
- (28) Capital: This account must show the reporting entity's capital.
- (29) Retained Earnings:
  - (a) Beginning Balance: This account must show the reporting entity's accumulated earnings as of January 1, 2008.
  - (b) Net Income: This account must show the amount listed on Schedule A, Number 25 Combined Column.
  - (c) Deduction or Distributions: This account must report the amount of distributions to the proprietor, partners, LLC members, stockholders, etc.
  - (d) Ending Balance: The sum of items (a) and (b) less (c).
- (30) Total Net Worth: Sum of Items 28 and 29(d).
- (31) Total Liabilities and Net Worth: The sum of Item 27 and 30.

## **AFFIDAVIT**

The affidavit must be executed if: a corporation by a duly authorized officer of such corporation; by a partner if a partnership; or, by the owner; or, by an individual. In the case of illness or inability of such person to sign the affidavit, it may be executed by a legal representative or agent. The affidavit should be made before a Notary Public or other person authorized to administer oaths.

**ANNUAL REPORT  
CALENDAR YEAR ENDING DECEMBER 31, 2008**

**LICENSEES ENGAGED IN THE BUSINESS OF  
CHECK CASHING  
IN THE STATE OF TENNESSEE  
DEADLINE: SEPTEMBER 1, 2009**

**READ THE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS REPORT**

This form must be completed for each licensed office, unless a company or affiliate operates more than one licensed office in this state, in which case this report should be filed on a composite basis.

**REPORTING ENTITY**

1. Name of Licensee \_\_\_\_\_
  
2. Licensee Number: \_\_\_\_\_
  
3. Provide the address and telephone number of all places of business operated by the licensee and describe the nature of the business conducted at each location. *Please attach*
  
4. Business Type:
  - a) \_\_\_ Proprietorship
  - b) \_\_\_ Partnership
  - c) \_\_\_ Limited Partnership
  - d) \_\_\_ Limited Liability Company
  - e) \_\_\_ Corporation
  - f) Other: \_\_\_\_\_
  
5. **Method of Accounting:** Accrual \_\_\_ Tax-Basis \_\_\_ Cash-Basis \_\_\_ Other \_\_\_

**Schedule A**  
**Income Statement**  
**For the Period of January 1, 2008 to December 31, 2008**

<b><u>INCOME</u></b>	<u>CC Busiess</u>	<u>Other Business</u>	<u>Combined</u>
1. Check Cashing Fees Collected and /or Earned	_____	_____	_____
2. Other Business Income	_____	_____	_____
3. Total Income	_____	_____	_____
<b><u>EXPENSES</u></b> <i>(Allocate by Percentage of Income)</i>			
4. Advertising	_____	_____	_____
5. Audit/Examination(s)	_____	_____	_____
6. Charge-offs	_____	_____	_____
7. Depreciation and Amortization	_____	_____	_____
8. Insurance and Fidelity Bonds	_____	_____	_____
9. Legal/Accounting Fees	_____	_____	_____
10. Office Supplies	_____	_____	_____
11. Rent, Maintenance Services and Utilities	_____	_____	_____
12. Total Compensation of Officers and/or Owners	_____	_____	_____
13. Salaries or wages of all Employees	_____	_____	_____
14. Taxes other than on Income	_____	_____	_____
15. License Fees	_____	_____	_____
16. Telephone/Fax/Internet	_____	_____	_____
17. Travel & Meals	_____	_____	_____
18. Miscellaneous	_____	_____	_____
19. Interest Expense	_____	_____	_____
20. Total Expenses (Total Items 4 through 19)	_____	_____	_____
21. Income before Tax (Item 3 less Item 20)	_____	_____	_____
22. Taxes			
(a) State	_____	_____	_____
(b) Federal	_____	_____	_____
23. Total Expenses including tax (Item 20 plus Item 22)	_____	_____	_____
24. Net Income (Item 3 less Item 23)	_____	_____	_____

**Schedule B**  
**Balance Sheet**  
**December 31, 2008**

**ASSETS**

1.	Cash and Cash Equivalents	_____	
2.	Securities	_____	
3.	Accounts Receivable	_____	
	(a) Less allowance for bad debts	(_____)	
4.	Notes Receivable	_____	
5.	Cash Surrender Value Life Insurance on Officers, Stockholders, Owners	_____	
6.	Prepaid Expenses	_____	
7.	<b>TOTAL CURRENT ASSETS (Items 1 through 6)</b>		_____
8.	Furniture, Fixtures & Equipment	_____	
	(a) Less accumulated depreciation	(_____)	
9.	Vehicles	_____	
	(a) Less accumulated depreciation	(_____)	
10.	Buildings	_____	
	(a) Less accumulated depreciation	(_____)	
11.	Leasehold Improvements	_____	
	(a) Less accumulated depreciation	(_____)	
12.	Land	_____	
13.	<b>TOTAL FIXED ASSETS (Items 8 through 12)</b>		_____
14.	Other Assets	_____	
15.	Investment in other Business	_____	
16.	<b>TOTAL ASSETS (Total Items 7, 13, 14 &amp; 15)</b>		=====

**LIABILITIES**

17.	Accounts Payable	_____	
18.	Payroll	_____	
19.	Rents Payable	_____	
20.	Taxes Payable	_____	
21.	Current portion of Long-Term Debt (Short Term: Less than 12 months)	_____	
22.	Other Current Liabilities	_____	
23.	<b>TOTAL CURRENT LIABILITIES (Items 17 through 22)</b>		_____
24.	Mortgage, Bonds, Notes Payable (Long Term: More than 12 months)	_____	
25.	Other Long-Term Liabilities	_____	
26.	<b>TOTAL LONG TERM LIABILITIES (Items 24 and 25)</b>		_____
27.	<b>TOTAL LIABILITIES (Total Items 23 and 26)</b>		_____

**NET WORTH**

28. Capital \_\_\_\_\_
29. Retained Earnings:
- (a) Beginning Balance (January 1, 2008) \_\_\_\_\_
- (b) Add: Net Income \_\_\_\_\_
- (c) Deduct: Deduction or Distributions (\_\_\_\_\_) \_\_\_\_\_
- (d) Ending Balance (December 31, 2008) \_\_\_\_\_
30. TOTAL NET WORTH (Total Items 28 and 29d) \_\_\_\_\_
31. TOTAL NET WORTH & LIABILITIES (Total Items 27 and 30) =====

**AFFIDAVIT**

**STATE OF** \_\_\_\_\_

**COUNTY OF** \_\_\_\_\_

I, \_\_\_\_\_, the undersigned being the \_\_\_\_\_  
of the \_\_\_\_\_, licensee swear (or affirm), that to the best of my  
information, knowledge and belief the statements contained in this report, including the accompanying schedules  
and statements (if any) are true and correct and that the same is a true and complete statement in accordance with  
the laws of the State of Tennessee

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My commission expires

**NOTARY SEAL**