



CITY OF BRYAN
The Good Life, Texas Style.

City of Bryan, Texas

Checklist and Instructions for Credit Access Business Registration Program

For Ordinance 2032, Resolution 3528, and Ordinance 2041

This checklist is for compliance with City of Bryan Ordinance 2032, Resolution 3528, and Ordinance 2041. The annual registration fee for a Credit Access Business is \$50.00 and must be submitted with the application. A certificate of registration is valid for one year, and is nontransferable. A complete copy of the Ordinances and Resolution is available at www.bryantx.gov.

INITIAL REGISTRATION:

As per the City ordinance, a credit access business cannot operate or conduct business without a certificate of registration issued by the City of Bryan. Registration is required for each location operating or conducting business. The credit access business must submit an annual application to renew the registration and pay the nonrefundable \$50.00 registration fee.

- Submit a completed Credit Access Business (CAB) registration application and the required \$50.00 registration fee to the City of Bryan, Development Services Department, located at 300 South Texas Avenue. Applications are available online or in the Development Services Department
- A CAB application must be completed for each credit access business location within the city limits of Bryan, Texas
- All information on the application form is required
- Incomplete applications will not be processed
- Credit Access Businesses existing at their current location before August 1, 2014 are exempt from the other requirements of Ordinance 2041
- Payments may be made by check (i.e. certified check, money order), cash or credit card. Checks are made payable to the City of Bryan

Include the following items with the application:

- Copy of the Texas state license issued under Chapter 393 of the Texas Finance Code
- Copy of Certificate of Occupancy issued under Section 130-43 of the Code of Ordinances
- Submit a completed registration application and fee by July 21, 2014 in order to receive the registration certificate by August 1, 2014
- Allow staff ten (10) business days to process the application

CAB registration payments and renewals are accepted in person at the Development Services Department, located on the first floor at 300 South Texas Avenue, at the corner of Texas and East 29th Street.

If the application is approved, the City of Bryan will provide a certificate of registration for the business along with a unique registration number.

TO RENEW AN EXISTING PERMIT (ANNUALLY):

Credit access businesses must register annually with the City of Bryan. The credit access business must submit a CAB registration application to renew their registration and pay the nonrefundable \$50.00 fee.

- Submit a completed Credit Access Business (CAB) registration application and the required \$50.00 registration fee to the City of Bryan, Development Services Department, located at 300 South Texas Avenue. Applications are available online or in the Development Services Department
- All information on the application form is required
- Incomplete applications will not be processed
- Payments may be made by check (i.e. certified check, money order), cash or credit card. Checks are made payable to the City of Bryan

****Submit completed registration renewal application and documentation listed no less than 30 calendar days before the earliest of: (1) one year after the date of issuance or (2) date of expiration, revocation, or other termination of the registrant's state license****

CHANGING OWNERSHIP OF A CREDIT ACCESS BUSINESS:

- Any credit access businesses that change ownership are required to re-register with the City of Bryan, regardless of whether the business has a valid registration under the previous owner
- If the application is approved, the City of Bryan will provide a certificate of registration for the business along with a unique registration number

Additional information related to the City's registration application for credit access businesses:

Filing date – the date that applicant/registrant submits the application and payment for credit access business registration

State CAB license number – the location-specific license number for the credit access business provided by the Texas Office of Consumer Credit Commissioner

City of Bryan Registration number – registration number assigned by the City and should be entered by the credit access business applicant/registrant during the application renewal process

Contact person – the designee as indicated in the registration application and is the person who will be contacted by the phone or email if there are questions related to the registration process and/or application.

Owners and principal parties – include all persons with a financial interest in the credit access business; complete contact information regarding owners and principal parties

Registered agent of service of process in Texas – required for any and all publicly traded companies that are operating and/or conducting credit access business in the City