

## ARKANSAS STATE BOARD OF COLLECTION AGENCIES

900 West Capitol Avenue, Suite 400  
Little Rock, Arkansas 72201-9707  
(501) 371-1434 Phone Number  
(501) 372-5383 Fax Number

### COMPLAINT FORM

If you feel that a collection agency has treated you unfairly or has violated the law, you may file a complaint with the State Board of Collection Agencies. We will review your complaint, contact the collection agency and try to resolve your problem. Here is the information we need to investigate a complaint:

#### INFORMATION ABOUT YOU:

Today's Date	
Your Name	
Mailing Address	
City, State, Zip Code	
Phone Number(s)	
E-mail Address	

#### INFORMATION ABOUT THE COLLECTION AGENCY:

Name of Agency	
Name of Individual Collector	
Address	
City, State, Zip Code	
Phone Number	
Case # / Account # / Reference #	
When Did the Incident Occur?	
Where Did the Incident Occur?	
List Any Supporting Documents	

**STATEMENT OF FACTS. WHAT IS THE PROBLEM?** Fully explain your encounter with the collection agency giving dates, places, amounts and account numbers so that we may investigate your complaint. Although we may not be able to prove that the abuse took place, we are usually able to get relief for consumers. Our office will contact you after our investigation.

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***\*\*Please print this form. Sign and date the form below. Then mail or fax it to our office. Our office address and fax number information is listed above in the letterhead.***

**I hereby swear or affirm that the above information is true and correct.**

Signature		Date	
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