

Equifax

Application for Membership Instructions

Per your request, I have enclosed the information you are required to complete and provide in order to be considered for a membership with Equifax.

If you decide to move forward, please read thoroughly, complete and sign all required information, and then **fax the documents to CBC at: 559-226-2256.**

THE FOLLOWING MUST BE FAXED FOR APPLICATION PROCESSING:

- A copy of either your **business license, tax ID, or Articles of Incorporation is required.** All supporting documentation must be current, and contain the same business name as that on the Equifax Application. The business address on the supporting documentation must be the exactly the same address as the one used to apply for Equifax membership.
- The **Application for Service** must be **completely filled out.** If there is a section or question that does not pertain to you directly, you must place ***N/A and initial*** next to each section for which this applies. If any section is left blank and or not initialed, the application will be suspended and returned back to you for completion.
- The **Agreement for Service** must be **completely filled out and signed.**

Sections of the Agreement:

Instructions for Equifax Broker Agreement for Service LDR 10.17.07:

Page 1: “XX” the **IS NOT** a “retail seller” and “XX” the **DOES NOT** issue credit lines. In this case, the definition of a retail seller relates to the selling of the credit report, not the selling of a vehicle.

Page 5: Your initial is required at the line provided in the first paragraph. Enter the dealership name as the Subscriber. Complete the subscriber information with the dealership name and the physical address of the dealership, and have the dealer/principal sign and date.

Page 7: Enter the dealership name as the Subscriber. Have the dealer/principal sign and date. Enter the compliance person information. You may use a mailing address that differs from a physical address in this section.

Page 9: Under *B.I Standard Information Service* select; (**your initial is required**): ACROFILE and ACROFILE Plus. Under *B.II. Credit Score Information Services* select; (**your initial is required**); BEACON.

Instructions for Application for Service: Page 1 and 2: Must be filled out completely

LEASE NOTE ADDITIONAL REQUIREMENTS:

- Your business phone number **must be listed in directory assistance under the business name indicated on your application.** The main business phone is required to be a land line; cell phones and VOIP (internet phone service) are not accepted.
- **If leasing the building/office space the following pages must be faxed in with the application.** 1) Signature page of lease, 2) Address page of lease, 3) Term of Lease page, 4) Landlord Name page of lease, 5) Landlord contact information page of lease.
- A **business principal's signature and social security number is required** for all applications. For more information, please reference the Officers, Partners and Principals section of the Application for Service.
- A **copy of the business principal's driver's license or government photo ID is required** when submitting the Application. The business principal is the individual that is completing the Application, and signing the Application and the Agreement for Service. The business principal has full authority to enter into a contract on behalf of their employer.
- A physical **onsite inspection** is required. A third-party vendor will represent Equifax when conducting the onsite visit. The set-up fee that you are charged covers your onsite. However, if the onsite is failed and a second onsite is required the additional cost will be charged back to you.