



STATE OF SOUTH CAROLINA  
DEPARTMENT OF CONSUMER AFFAIRS  
CONSUMER CREDIT COUNSELING ORGANIZATION  
ANNUAL REPORT: INSTRUCTIONS



**Mailing Address**

P.O. Box 5757  
Columbia, SC 29250-5757

S.C. Code Ann. § 37-7-115(A)

[www.sccconsumer.gov](http://www.sccconsumer.gov)

803-734-4236

**Street Address**

3600 Forest Drive, 3<sup>rd</sup> Floor  
Columbia, SC 29204-4406

**Reporting Requirement:** Section 37-7-115(A) requires licensees to submit an annual report on the Credit Counseling Organization's business conducted during the previous calendar year to the Department.

**Deadline:** The report must be submitted by **April 15<sup>th</sup>**.

**Late Penalty:** The Department has the right to assess a **\$50 fine** for each day the report is late.

**Applicability:** The Report requires the licensed organization to provide specific information regarding business conducted during the previous calendar year under its South Carolina Credit Counseling License. If the organization provides more than one of the types of credit counseling services covered by the Consumer Credit Counseling Act, a separate reporting form must be completed for each service provided.

'Credit counseling services' is defined as:

1. Receiving money from a consumer to distribute it among the consumer's creditors (referenced in the report as Debt Management Plans); or
2. Improving or offering to improve a consumer's credit record, history, or rating (referenced in the report as Credit Repair); or
3. Negotiating to defer or reduce a consumer's obligations with respect to credit extended by others (referenced in the report as Debt Negotiation/ Settlement. Also includes Foreclosure Assistance.)

**Other Reporting Requirements:** Under Section 37-7-115 (B)-(E), licensees are also required to report the occurrence of specific events, including the imposition of penalties by the IRS; any change, revocation, or suspension of the organization's tax exempt status; and the revocation, suspension or other proceeding against the organization by a governmental authority.

**Mail the Annual Report Form To:**

**South Carolina Department of Consumer Affairs  
Legal Division: Consumer Credit Counseling  
P.O. Box 5757  
Columbia, SC 29250**

**Questions? Contact:** Darlene Dinkins, Program Coordinator 803-734-4209 or  
Carri Grube Lybarker, Staff Attorney 803-734-4297