Maine Bureau of Consumer Credit Protection  
35 State House Station  
Augusta, Maine 04333-0035  
(207) 624-8527  
(207) 582-7699 (Fax)  
Within Maine, toll-free 1-800-332-8529

Please complete the spaces below as accurately as possible. Attach copies of any materials relevant to your complaint, such as billing statements, credit contracts, disclosure statements, bills of sale, advertisements, credit reports, collection agency letters, account numbers, etc. When filling out this form, please PRINT or TYPE.

<table>
<thead>
<tr>
<th>Your name(s):</th>
<th>Name of Business Complained Against:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Daytime Telephone Number (home and Office):</td>
<td>E-Mail Address (Optional)</td>
</tr>
<tr>
<td>Co-Signer Name &amp; Address</td>
<td>Telephone Number:</td>
</tr>
<tr>
<td></td>
<td>Name of person(s) you dealt with:</td>
</tr>
</tbody>
</table>

Account Number (if applicable):

BRIEFLY EXPLAIN YOUR COMPLAINT - List the facts in the order that they occurred. Include names, dates, places and times, as this information is extremely important.

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Please Turn Over and Complete Other Side
STATE WHAT YOU WOULD LIKE THE BUSINESS TO DO to resolve your complaint.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

May we send a copy of this complaint to the company?
Yes ☐ No ☐

By completing and signing this form, you are authorizing the Bureau of Consumer Credit Protection to act on your behalf to communicate with your creditors or other businesses, obtain documents from those businesses and take all appropriate steps to respond to your complaint.

Signature ___________________________ Date ______________

Please check all that apply:
☐ supporting documents attached
☐ supporting documents faxed
☐ supporting documents being sent by mail
☐ No supporting documents

FOR COMPLAINTS INVOLVING DISPUTES WITH CREDIT REPORTS:

If your complaint relates to a credit report, do you give our office permission to receive a copy of your credit report?
Yes ☐ No ☐

If yes, please enter your date of birth _____/_____/_____, and Social Security Number ___________ - ___________ - _________.

WHAT YOU SHOULD KNOW ABOUT THIS COMPLAINT PROCESS:

We cannot process your complaint unless you first have contacted the business and tried to resolve it on your own.

1. We will assign a complaint number and send you an acknowledgement that contains your complaint number.
2. If you have given us permission to provide your complaint to the company involved, we will mail a copy of your complaint to the company give them a certain number of day to respond to us in writing.
3. Most complaints are resolved within 30-45 days.
4. We are a law enforcement agency. We can require that companies comply with the law. We cannot act as your attorney or pursue civil damages on your behalf.
5. It is important that your complaint be complete and accurate. If the complaint involves invoices, contracts or collection letters, please provide copies to us.

You may reach by the following means:
Phone: (207) 624-8527 or toll free in Maine 1-800-332-8529
Fax: (207) 582-7699
Email: Cons.Credit@maine.gov
Regular mail: Bureau of Consumer Credit Protection, 35 State House Station, Augusta, ME 04333
Overnight/ Express Mail (Other than US Mail): Bureau of Consumer Credit Protection, 76 Northern Avenue, Gardiner, ME 04345