



State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION
1511 Pontiac Avenue, Bldg. 68-1
Cranston, Rhode Island 02920

Division of Banking

January 2, 2024

RE: Student Loan Servicers
Debt Collectors

All **Student Loan Servicers and Debt Collectors** must **on or before March 31, 2024** file an Annual Report covering the RI activity for calendar year 2023.

To file the required Annual Report for the year ended December 31, 2023, each registration must on or before March 31, 2024:

1. Complete the attached Checklist along with the requested information;
2. Submit the attached Checklist to DBR.BankInquiry@dbr.ri.gov as a PDF file;
3. Include the Registration Number(s) (including branch offices being reported) & NMLS ID Number(s) on each page of the Checklist; and
4. Enter “**(Company Name/NMLS ID #) RI 2024 Annual Report**” on the subject line of the email: **Ex. “ABC DEBT COLLECTOR/NMLS # 1234 RI 2024 Annual Report”**

ANY REGISTRANT WHO FAILS TO COMPLY WITH THE REQUIREMENT TO SUBMIT ALL REQUIRED INFORMATION, BY MARCH 31, 2024, WILL BE SUBJECT TO A PENALTY OF \$25 PER LICENSE PER DAY FOR NON-COMPLIANCE AND MAY BE SUBJECT TO ADMINISTRATIVE ACTION REVOKING THE REGISTRATION.

Please contact Assistant Supervisor of Examinations, Rebecca L. Specht by e-mail at rebecca.specht@dbr.ri.gov if you have any questions related to the Annual Report process. The Division prefers to respond to questions in advance so registrants may avoid Annual Report filing delays and the penalties associated with the submission of an incomplete or inadequate Annual Report.

IMPORTANT: Financial Statements required to be uploaded into NMLS DO NOT NEED TO BE AUDITED but must reflect the registrant’s financial position as of 12/31/23. Failure to complete this task with the other requested information will cause the Annual Report to be deemed late if received after March 31, 2024. As such late filing penalties will apply.

RI 2024 SS DC Annual Report Filing Notice 12-27-23 RLS

Tel: 401-462-9503

TTY: 711

Web Site: www.dbr.ri.gov