

## GUIDE TO CREDIT REPAIR

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BEFORE YOU START YOU NEED TO MAKE SURE CREDIT REPAIR IS WHAT YOU SHOULD BE DOING!! THE FIRST THING YOU NEED TO DO IS...

[TAKE THE FREE DEBT EXAM](http://www.freedebtexam.com) at [www.freedebtexam.com](http://www.freedebtexam.com)

## DEBT

All debt you have can be placed into one of two categories: **secured** and **unsecured**.

A secured debt normally requires that some type of real property is pledged as collateral for the debt. In the event of non-payment, the real property attached to the loan can be repossessed and then sold in order to recover a loss. Secured loans can be an automobile, real estate, a boat, jewelry, or anything else of value.

An unsecured loan is one that requires no real property, or other security, to back the debt. These are often store cards, credit cards, unsecured personal loans etc... These loans often base the interest rate for the unsecured debt off of a person's credit score.

Whether the debt is secured or not, the creditor who has extended your credit has more than likely reviewed your credit report, and determined that they are willing to extend you debt at an interest rate determined by your credit score, at the time you initially received the debt from them.

Most creditors who have extended you debt will more than likely report your payment history and status to at least one, if not all, of the credit bureaus. What they are reporting, the accuracy of their reports, as well as the credit bureaus accuracy and reporting of your accounts will determine your credit score as time passes. Both of these companies can make mistakes, and often do. A recent investigation found that over 80% of credit reports have errors on them. These errors are rarely in your favor. Credit repair is the processes of making the credit bureaus verify the items on your report that you BELIEVE to be inaccurate.

## THE BASICS

### WHAT IS A CREDIT BUREAU?

A credit bureau is a company that compiles detailed information about your past borrowing habits. This information is then provided to a lending institution so they can make an accurate "guess" as to how you will pay off your debts in the future.

Important note: The government does not run credit bureaus; they are for profit businesses that charge for their services.

The "Big Three" Credit Bureaus of America are:

1. Experian  
P.O. Box 2002  
Allen, TX 75013  
1-888-397-3742
  
2. C.B.I./Equifax  
P.O. Box 740241  
Atlanta, GA 30374  
1-800-685-1111
  
3. Trans Union Credit Information  
P.O. Box 1000  
Chester, PA 19022  
1-800-888-4213

There are also some smaller local bureaus, but the majority of lenders in the country will get their information from the three bureaus above.

Even though the "Big Three" all provide the same service, it is very unlikely that they will all have the same score. This is because they all collect their information independently, and they have different algorithms to calculate your score.

Banks, savings and loans, finance companies, credit card companies, retail stores, employers, and most apartment complexes will more than likely use a credit

bureau's service before extending you credit so they can decide whether or not they want to risk extending you credit. These are the same companies that will report your payment record to the credit bureaus as you pay back the extended debt.

Most lending institutions will run one credit check from each of the bureaus and more than often they will throw out the high score and the low, and if they are going to extend you credit, they will base the interest rate on the "middle" score.

### **HOW CREDIT BUREAUS GET THEIR INFORMATION**

Whenever you provide information about yourself on a credit application with a creditor, that information will normally end up in a credit bureau's file. Credit data from millions of Americans is continually maintained and updated by credit bureaus.

If a company uses credit bureau services and extends you credit, they will more than likely report to the bureaus how you are handling your debt with them. If you miss a payment they will more than likely report it to one or more of the bureaus so they can give themselves and other creditors a better picture on how you handle your debt. This way, creditors can help each other minimize their risk by painting a better picture of how you handle your debts.

Not all companies report to the credit bureaus. Oil credit card companies, hospitals, credit unions, and checking account information are not generally reported. If every credit report documented every an over-drafted checking account the bureau would quickly become overwhelmed from too much information.

Credit bureaus not only get their information from companies, they will also search public records to find out about liens, judgments, bankruptcy actions, and wage garnishments. Credit bureaus often share information with one another, so no matter where you go in the country you can pretty much assume your credit record and score will follow you.

## **CREDIT SCORE**

The credit score is a number used by creditors to determine what interest rate you will receive when accepting new debt from a creditor. The score looks at several different variables in order to generate a 3 digit number between 001 and 850.

If your score isn't high enough to get the credit you want, a co-signer can often be added to "vouch" for you, however if you default on the loan, the co-signer will normally be called on to satisfy your debt.

The main variables considered on your credit report are:

- History
- Amounts of Debt You Have
- Length of Your Credit History
- Types of Credit Used
- New Credit

### **Payment History**

Payment history is exactly what it sounds like: A detailed record of your payments with your creditor. You should always try to:

- Pay your bills on time if possible. Late payments will lower your score, however they have less of an impact as time passes.
- Get current and stay that way.
- Contact your creditors as soon as you know you will have a problem paying bills on time. Try to work out a payment arrangement and see if you can get them to not report you as late.
- If you are behind or having trouble paying your credit cards, you should [take the free debt exam](#) I wrote to figure out what you need to do to get out of debt faster and cheaper than what you're doing.

### **Amount of Debt**

You should always try to keep the amount that you owe to a minimum.

- Keep your credit card balances low. The ideal ratio is to keep your unsecured debt to 10% or less of your annual salary. Example: If you make \$50,000 per year, your total unsecured debt should be less than \$5,000 total.
- Pay off debt, don't just move it around. Taking from Peter to pay Paul doesn't do any good unless you are getting a better interest rate and will get out of debt quicker.
- Don't close unused accounts, because an account with a zero balance might help your score. Owing the same amounts, but having fewer open accounts, can lower your score if you max out the accounts involved.
- Don't open new accounts that you don't need as a quick approach to altering your debt-to-credit-limit ratios. That can lower your score. A more effective method can be moving your debts around to optimize your debt load. Example: If you have 5 cards, and currently have 25K in debt that is on **two** maxed out cards at \$12,500 each, you will get an increase in your score if you put a total of \$5,000 on each of the five cards. Ideally you want to have your balances all at 25% or less of what your limit is on that card.

### **Length of Credit History**

Your credit score also factors how long you have had a credit history. The longer your credit history, the better off you are. While most think this category is almost impossible to tweak, you can manage it wisely and with the following secret, get your score to go up VERY quickly.

Don't open several new accounts in a short period. Adding accounts too rapidly sends up a red flag that you might not be able to handle your credit responsibly. This is especially true if you have less than three years of credit history.

## **THE SECRET TO INSTANTLY BUILDING CREDIT HISTORY?**

**Get added as an approved user to a credit card that has a long history!!!**

Let's say your parents/sibling/friend has a credit card with a long history, and a low balance/limit ratio.

By having your name and social security number added to this card, you will gain the history of that card.

BEFORE you do this be sure you know the history of the card, as well as the LIMIT and BALANCE. Only do this with cards that have a debt/balance ratio that is LESS THAN YOUR AVERAGE DEBT/LIMIT ratio.

This will then help your debt/limit ratio look much better and increase your credit score significantly. If the card is close to being maxed out, or doesn't have a longer history than your other cards, you will hurt your score more than help it.

### **The Types of Credit You Use**

- A mixture of credit cards and installment loans (a loan with a fixed payment such as a car loan or mortgage) can help raise your score if you manage the credit cards responsibly. The ideal mix is 2-3 credit cards, a home mortgage loan, and a car loan.
- Having too many installment loans can lower your scores since payments remain the same until balances are paid in full and you have an increased debt with each loan you take on.
- Don't open new accounts just to have several accounts or to attempt a better mix of credit.

### **Managing New Credit Wisely**

- Don't apply for credit often. Credit inquiries will lower your score. If you have a lot of inquiries it is often viewed as someone who is

- Credit scoring software usually recognizes when you are shopping for a single loan within a short period of time, such as a home loan or car loan. If multiple inquiries are necessary, have them pulled as closely together as possible within a 14 day period.
- Checking your own credit report will not affect your score, it is viewed as a soft inquiry.
- If you've had credit problems in the past, you will want to establish your revolving credit history. This can be done by getting a new credit card and paying off the balance every month. Be sure to pay on time and not to max out your card. After about 6 months, you Pay them on time and don't max out your credit limits.

**Your credit score is a mathematical equation designed to predict the likelihood of you going 60+ days past due in a two year period.**

### **CAN YOU BENEFIT FROM CREDIT REPAIR?**

Most people feel totally helpless when they finally discover or admit they are in financial trouble, or that something is wrong with their credit score.

You may have no idea that you can **legally** repair your credit and if you are like most, you don't know the procedures required to obtain, maintain & and re-establish your credit score.

You should check your credit report every year. In an effort to get rid of the mistakes that are popping up on credit reports, the law states you can pull your credit every of the three major credit bureaus. You can do this at [www.annualcreditreport.com](http://www.annualcreditreport.com). You will want to do this as soon as possible as it the first step to credit repair. You will eventually be looking for inaccurate and/or faulty information as

well as potential identity theft that is being reported on your report.

**If you are currently having trouble paying your bills, you DO NOT need credit repair, you need to get out of debt.**

While you should always try to keep your credit score as high as possible, if you can't make at least minimum payments, you are going to be accruing late marks faster than you can get them removed. Credit repair **while** you are getting late payments is pointless.

If you have accounts that are past due, have balances, and/or are in collections, it may be possible to get the accounts removed. However; the accounts will more than likely show back up on your credit report and continue to hurt your score if you do not satisfy the debt in some way, If you have past due accounts with balances, you should consider hiring a settlement company to negotiate the debts, or paying off the accounts in full. If this is your situation, a good starting point would be to visit [www.knockoutdebt.com](http://www.knockoutdebt.com) .

#### **CREDIT REPAIR- Why it works**

If you don't have past due accounts then it's time to get started. Credit repair works, but you need to be patient and thorough. The reason credit repair works, is because the law states that when an account is disputed, **the burden of proof lies on the creditor!**

Once a credit bureau receives your dispute letter, they must verify the information you have presented. At that point it's up to the credit bureau to contact the creditor and ask for proof of the item disputed. When done correctly, in about thirty days after your dispute, you will see the negative items begin to disappear from your credit report. This will happen for several reasons:

#### **Sometimes "they" are too busy**

If the credit bureau is too busy to verify the information, or if the creditor who is contacted

doesn't respond in a certain time frame, the negative items will be removed from your record.

**Sometimes "they" are just lazy.**

Many creditors will not respond to a credit bureau inquiry simply because it is a bother. Also, if any problems have been corrected in the past, a creditor will show less interest in keeping a negative item on your credit record, and will normally not bother to respond to a written inquiry.

**Sometimes "they" can't find the proof.**

Generally, creditors will only maintain credit-account information for two years. Industry experts know that if you challenge an account that is more than two years old, chances are the records won't be available for verification.

When a change is made to your credit report you will receive a new updated credit report in the mail. Check to see what all was removed and you will see that many, if not all, of the negative items you disputed have been removed.

If a negative item doesn't come off, you will once again repeat the process by challenging the credit bureau's information with denials. This process is usually repeated until all negative items are removed. Sometimes when a creditor receives a second or third inquiry in a short time span, they may think it is a follow-up of an earlier dispute. That, however, is not the case, and if he doesn't respond to each dispute individually, your report has one more item removed. These techniques can place you years ahead in re-establishing your credit.

**GETTING A COPY OF YOUR CREDIT REPORT**

You can always get a copy of your credit report due to the Fair Credit Report Act. This doesn't mean you always have to pay for a copy of your credit report. As stated earlier, once a year you are allowed to get a **free** credit report from each of the three credit bureaus. To get a free copy of your credit report you

must got to [www.annualcreditreport.com](http://www.annualcreditreport.com) , or call the credit bureaus and request your free annual copy.

You will not get a credit score with your free credit report, unless you pay to receive the score.

The only exception to getting a free annual credit report is if you have been denied credit in the past 30 days. If you have been denied credit within the past 30 days, you are entitled to a free report from the bureau that provided the information to the company with which you were applying for credit. Any other time and will more than likely pay for it unless the creditor pulls it for you.

When you got to [www.annualcreditreport.com](http://www.annualcreditreport.com) , you will be asked a series of security questions for EACH report you request. You must request each report INDIVIDUALLY.

Historically for my clients, Transunion is the hardest report to pull, as their security questions are more in depth, and in my situation the answers Transunion has for me must be incorrect. If you can't access your free report online, pick up the phone, call the bureau, and they will mail you a copy of your report.

When you ask for specific information over the telephone, they will ask for your social security number, date of birth, last two addresses, and other information that will ensure that they will not be releasing information to someone other than you.

### **WHAT'S ON A CREDIT REPORT?**

A credit report should have the following information:

- Personal information. Name/address/social security.
- Partial/full loan account number(s)
- Date of account(s) opening as well as date of last activity

- Original amount of account
- How promptly payment(s) was made (late payments of less 30 days are not reported)
- Name and subscriber number(s) of reporting institution(s)
- How often payment(s) was 30, 60, or 90 days late
- When and if an account(s) was paid
- Whether or not the account(s) were paid as agreed
- How account(s) was secured (collateral, co-signers, etc.)
- Repossessions
- Charge-offs (If a lender has written off an account as uncollectible)
- S.C.N.L -skipped cannot locate (left with no forwarding address available)
- Closed or open account(s) as well as whose choice it was to close the account either the creditor or the lender.
- Judgments along with date and name of company that filed the judgment against you.
- Bankruptcies-date filed(allowed to show for ten years)
- Liens (including past liens)

If you do not understand any of the codes on your credit report, call, your reporting agency and ask. They must answer any and all questions and help to explain your report.

### **THINGS TO LOOK FOR ON YOUR REPORT**

You need to look over your credit report VERY carefully, and make sure you understand everything that is being said about you on your credit report.

Check to make sure your credit report doesn't contain any of these:

- Errors and/or inaccuracies
- Misleading information
- Incomplete information
- Outdated or derogatory accounts

### **A Billing Error Can Be:**

- A charge for something you didn't buy or authorize.
- A charge with the wrong date or amount for a good or service that you didn't accept, authorize or receive.
- A math mistake
- A failure to credit a payment or return
- A failure of an issuer to send a bill you your current address once you've given notice of your situation.
- Any charge you want explained or you don't recognize can be treated as a billing error. Read that last line again...ANY CHARGE YOU WANT EXPLAINED OR YOU DON'T RECOGNIZE CAN BE TREATED AS A BILLING ERROR.

**NOTE: Derogatory information is not allowed to stay on your report forever!!**

Most negative items are not allowed to legally be reported longer than seven years. Things that have to come off after seven years are late payments, liens, judgments, charge-offs, repossessions, etc.

Bankruptcy can be reported for ten years.

While the above is true in most cases, companies can pull your entire credit history if you have:

1. Applied for a high-paying job
2. Applied for life insurance in excess of \$50,000
3. Applied for credit in excess of \$50,000

Remember, in the above cases, your entire credit history can be reviewed.

## DISPUTING ITEMS ON YOUR CREDIT REPORT

You are allowed to dispute anything on your credit report, but first you will want to start with any information you find that is too old, inaccurate, or misleading.

Go through your credit report and circle or highlight any information you have questions about or want to try and remove.

Once you have identified the items you want to dispute, you will need to write a dispute letter for each item.

**Credit Bureaus do not have to validate a disputed item that they deem to be frivolous.**

To avoid being categorized as a frivolous dispute I recommend you dispute every item with a separate letter, and some say it is better if you handwrite your letters.

If you simply send in a letter with every account you want to dispute included on one page, they are much more likely to classify your dispute as frivolous.

There are several sample letters at the end of this book that you can use as a template for your disputes. You will want to vary the reason for your disputes depending on what item you are disputing.

### **IMPORTANT NOTE!!!**

**YOU MUST CAREFULLY DOCUMENT EVERYTHING YOU ARE DOING!!**

Make copies of ALL of your dispute letters, and keep a copy for yourself. Be sure to sign and date everything! The better you document your case, the higher the likelihood of removal.

If you have documentation to support your claims enclose it with the letter you send, be sure to keep

the originals for your own records and send the *copies* to your creditors.

When writing a dispute letter, be sure to state what item you want removed from your report in a simple direct way without providing too much detail. Use words like adverse, destructive, disadvantageous, disturbing, harmful, hurtful, injurious, negative, and unfavorable to stress how the item could potentially jeopardize your future creditworthiness.

**YOU MUST SEND YOUR LETTER TO THE DISPUTE DEPARTMENT OF THE CREDIT BUREAU OR YOU WILL NOT SUCCEED!!**

Send the letter by certified mail as well as standard first class with proof of mailing. The reason for sending your letters like this is because your creditor could deny receipt of your certified mail, and if you show you also sent with standard first class mail (with proof of mailing), you can prove you made a sincere attempt to contact the creditor by all means possible. Be sure to make copies of the ENVELOPES as well as the letter you are sending!!

**ALWAYS INCLUDE PROOF OF YOUR IDENTITY WITH EVERY LETTER YOU SEND!!**

In every letter include a copy of your Social Security Card or Drivers License AND proof of address ie. a utility bill or phone bill with your address and name on it.

Print the outline below and use it as a checklist when preparing and mailing your letters.

### **The Steps to Dispute**

**Step 1:** Write the dispute letter (using the letters from the back of this book as a guide). You may want to consider handwriting the letter (so creditors can't say it was a frivolous dispute) but at a minimum make sure you sign the letter and send the ORIGINAL copy so it doesn't look like you're disputing with a form

letter.

**Step 2:** Sign and date all letters in **black** ink!

**Step 3:** Make 2 copies of both your signed letter and any other information you include with the envelope.

**You will want to send original copies of your letters, but if sending any sort of proof, be sure to send a copy!!**

**Step 4:** Start a CREDIT REPAIR folder for all correspondence and place your *originals* of proof, and *copies* of your letters into the folder.

**Step 5:** Properly address the two envelopes. If disputing an item be sure to **send to the address for disputes** or your creditors can legally not even acknowledge your dispute!!

Put your return address on the letter with your return address but, **do not** put postage on the letters yet!

**Step 6:** Place your original letter and any copies of proof (if you have it) into each of the envelopes.

**Step 7:** Go to the post office and send the letters as follows.

#### **Envelope # 1**

Send this letter by certified mail with return-receipt requested. Take your receipt and it to your file. Once you get receipt in the mail, staple the receipt for the letter to the return receipt that acknowledges delivery.

#### **Envelope #2**

Send this letter by first class mail using a "certificate of mailing". This is basically proof that you mailed the letter. Keep the receipt for your

purchase and ask for a dated/stamped "certificate of mailing" receipt. This will cost a small fee, but it's better to error on the side of safety. Save both receipts in your CREDIT REPAIR folder.

**Your Folder Should Have:**

A copy of your signed dispute letter(s)

A dated/stamped cash receipt from the post office for envelope #1

A return-receipt, after it arrives in the mail for envelope #1

A "certificate of mailing" receipt for envelope #2

A cash receipt for the "certificate of mailing" for envelope #2

**Keep all these records for at least 5 years PAST your states Statute Of Limitations (we'll cover this later).**

When it comes to credit repair, you are only as successful as the paper trail you leave. The more documentation you have the more success you are likely to have.

If you speak with anyone on the phone during your dispute process, be sure to document that as well, and keep it in your folder with everything else. Always note who you are speaking with, as well as the date, and the time of the call. A side benefit of getting the persons name to which you are speaking, is the change in attitude that seems to inevitably follow when someone knows you are keeping a record with their name in your file. You will often find they are more likely to help.

A credit bureau should respond in a relatively short period of time. If you do not get a response within 3 weeks, it's time to send out another letter. Sample follow up letters can be found in the Sample Letters section at the end of the book.

These letter(s) should also be sent via certified mail. You should ask why there has been a delay in getting a response. It is possible to do this step by phone, but again be sure to document the conversation well and take notes. I highly recommend using the mail for this step.

I believe it to be more effective to correspond with letters and certified mail; however, some experts say they have good luck on the phone. You are more likely to say exactly what you want in a letter, and it will prevent you from using bad language and losing your temper, which will definitely not help your case.

#### **If Changes Aren't Made**

If the credit reporting agency says the original information on your report is accurate, they must provide you with a written notice that includes the name, address, and phone number of the person who made the report. If you still disagree, initiate a second investigation.

Credit Bureaus often try to sidestep this requirement. They will normally give you standard computer-generated information rather than the facts you need to find the person or department who made the negative report. Be persistent until you get the answer you're looking for.

If your attempts to correct an entry are unsuccessful (try at least 3 disputes), you can always ask the reporting agency to insert a 100-character explanation next to the item that explains your side of the story.

#### **RE- AGING**

Re-aging can be a very effective method to boost your score, if you are able to get your creditor to do it. What basically happens when a creditor decides to re-age an account? Basically the creditor agrees that your account is no longer past due, and will re-label your account as current. In order to get an account re-aged, you must:

- Tell the creditor why you fell behind in the first place.
- Demonstrate a renewed willingness and ability to pay.
- The credit card account should be at least 9 months old.
- The borrower should make at least three consecutive minimum monthly payments or the equivalent sum.
- Why you know you'll be able to make the payments in the future.

Federal regulations place limits on the number of times an account could be re-aged. A creditor may only re-age an account once in a 12-month period and twice in a five-year period for open-ended accounts such as credit cards.

If you're truly committed to making on-time payments going forward, feel free to contact your creditor and ask about curing or re-aging programs. Briefly explain why you fell behind on payments and why you'll be able to pay on time from now on.

**BE VERY CAREFULL WHEN RE-AGING**

Document the details and ask the creditor to confirm the details in writing. If you have it in writing it will be much easier to get your credit report to indicate the changes should your creditor fail to so.

If your card company won't put the details of your re-aging program in writing, be sure to do it yourself. Keep a record of the conversation and send a copy to your credit card company.

### **RE-ESTABLISHING YOUR CREDIT FROM SCRATCH**

It is very unusual for someone over 18 to have no credit history at all. The only way this can happen is if you have only paid cash for *everything* you have ever purchased. Our society is difficult to live in without credit, just try renting a car or booking a flight without a credit card. The people who are using credit correctly are those who do not carry a balance from month to month.

Those who have good credit have a lot more options than those who do not, and they are able to leverage their debt better than those who.

If you are over 25 and have no credit history, it will be very hard for you to get a loan, as your lack of credit history will raise a red flag in most lenders minds. The lender will view you as a larger risk, and your interest rate will increase accordingly.

If you have had a bad credit history, then you must now prove to the lender that you have changed your payment habits and that you are now more responsible and you can afford the debt you are seeking.

#### **Where to start**

You've finally decided to get your credit back on track, here's what you need to do:

1. Start a checking account. Start a new checking account and be sure to manage it carefully. In a few months, you will want to ask the bank for a card line of credit.

2. See if you can get a loan using your savings account as security. Make sure this is a smaller loan that you can pay back in a 1-4 month period. If you don't have money in your savings account, try borrowing a little money, around \$300, and pay back the \$300, once you secure the loan. Once you pay off the loan get another and repeat the whole process.
3. Get a store credit card. Be very careful using this option!! You need to rebuild your revolving credit. **Only charge a balance that you can afford to pay off in full, and then pay it off in FULL.** After a few months ask for a credit line increase.
4. Apply for a gas card. Gas cards are departments store cards are the easiest to qualify for. These types of cards if used responsibly can help rebuild your revolving credit quickly. However it should be noted that gas cards
5. A secured credit card can be a great way to rebuild credit as well. It will prevent you from spending money you don't have, and is another option for rebuilding revolving credit.
6. If you attempt to get credit and are denied, take a close look at your credit report. If you see what is affecting your score use this guide to try and remove the items that are negatively affecting your score.
7. Make sure all of your **good** credit is being reported to the bureaus. First let the creditors know that the bureau will be contacting them regarding your account, and ask them to release your account information to the bureau. Then call all three credit bureaus with the list of creditors to be added and ask that they update their reports once the info has been verified.

### Consumer Protection Laws

If you are denied credit you are allowed to know the Name and Address of the credit-reporting agency that prepared your credit profile for the creditor who denied you credit. You are also entitled to receive the information the credit-reporting agency collected about you including the nature, substance, and the sources of the information. Whether you are denied for credit or an employment opportunity you are entitled to a free report of what was reported on you for a 30 day period.

If you choose to visit the credit-reporting agency, you are allowed to have anyone you wish come with you. This includes but is not restricted to, a credit counselor, your lawyer, a credit repair specialist, etc...

You are always entitled to know who has received a report on you in the past 6 months. If an application has been pulled by an employer, this can go back as far as two years.

You are allowed to dispute any information you disagree with and have it reinvestigated, corrected and/or removed, if it is inaccurate or unverified.

You are allowed to put a statement in the credit-reporting companies' files if you still dispute the accuracy of an item after a reinvestigation.

You are allowed to have an updated report sent to anyone who has placed an inquiry on your account within the last 6 months.

You are allowed to request that the credit-reporting agency send your side of the dispute to a potential creditor.

You are allowed to sue a credit-reporting agency if they willfully or negligently violate the law in reference to possible damages resulting from such an act.

You are allowed to keep a credit report from anyone who, under the law, does not have a legitimate business need to receive your information.

You are allowed to have adverse information that is over seven years old removed from your file. Bankruptcy is an exception; it can be reported up to ten years.

You are allowed to discover the nature and the substance (not the source) of information that was collected for an investigative consumer report.

### **The Fair Credit Billing Act.**

This act was put into place in 1975 to help better protect the consumer from billing errors placed on their records by creditors. While the law can be quite helpful, you do need to follow a couple of "rules" in order to be successfully covered. This is the essential document that let's you fight back against billing errors.

A Billing Error Can Be:

- A charge for something you didn't buy or authorize.
- A charge with the wrong date or amount for a good or service that you didn't accept, authorize or receive.
- A math mistake
- A failure to credit a payment or return
- A failure of an issuer to send a bill you your current address once you've given notice of your situation.
- Any charge you want explained or you don't recognize can be treated as a billing error. Read that last line again... ANY CHARGE YOU WANT EXPLAINED OR YOU DON'T RECOGNIZE CAN BE TREATED AS A BILLING ERROR.
- Charges for which a written proof of purchase had been requested.

The law also provides that a creditor may not report an account delinquent to a credit reporting agency while there is a dispute that has been filed by the borrower or party involved.

### **Rules You Must Follow To Be Protected By The Fair Credit Billing Act**

1. You must put your dispute in writing. Some "experts" believe you can dispute via fax or over the phone, which may be possible, however it does not offer the protection of the Fair Credit Billing Act.
2. You should dispute as quickly as possible. If you are disputing a billing error, you need to dispute the letter within 60 days the bill was mailed to you. It is important to note that the clock starts ticking on the day the creditor mails your statement, not from the day you receive it.
3. Your dispute letter must include your Name, Address, account number, and description of the problem. Do not go overboard with the description of the problem. Simply state what you believe it is, and keep a copy for yourself.
4. You must send your dispute letter to the address for "billing inquiries" which you can normally find on the back of your credit card bill. If you send your dispute letter to the wrong address, you will not be protected under the law.

### **Fair Collection Practices Act**

This act outlines what a debt collector **cannot** do in collecting a debt for others.

Collection agencies are **not** allowed to:

- Contact you at inconvenient or unusual times or places, such as before 8:00AM or after 9:00PM, unless you agree to be contacted at those times.

- Contact you at your place of employment if your employer doesn't approve, and/or you tell the creditor verbally or by written request to not contact you there.
- Contact you after you send written notice to a collection agency to stop attempting to contact you. The exception is they may contact you to say there will be no further contact, or to notify you that specific action will be taken. This specific action will normally be referring your account to an attorney to take further action. Be ready to receive a letter from an attorney if you exercise this option.
- Contact anyone regarding your debt except your attorney if you have one. They may only contact others to determine where you work or live.
- Tell anyone other than your attorney that you owe money.
- Advertise your debt or publish a list of non-payers.
- Harass, oppress or abuse you. They are not allowed to threaten violence or harm to property or reputation, or use obscene or profane language.
- May not use repeated use of the phone to annoy someone or telephone with identifying themselves.
- May not imply they are an attorney, work for a credit bureau, or that they are government representative, or misrepresent themselves in any way.
- They may not falsely imply that you have committed a crime, or indicate that they are sending legal papers when they are not.

- They may not fail to give you written notice within five days after contacting you in regards to the amount owed, name of the creditor, or actions to be taken if you do not believe you owe the money.
- Contact you about the debt if you deny owing the debt within 30 days of being contacted, UNLESS they send you proof of the debt.
- Say or even imply that you will be arrested for not paying a debt.
- Say that they will take legal action UNLESS they intend to do so and that it is legal.
- Provide false information about you to anyone.
- Send you documents that look official which appear to be from a court or any government agency.
- Deposit a postdated check before the date of a check.
- Make you pay for any communications such as a collect call or a telegram.
- Contact you by any letter or postcard that shoes the letter is about the collection of a debt.
- Fail to apply amounts to the specific debts you choose.

### **Statute of Limitations on Debt**

The legal time limit bars enforcement of the debt through the court system for various types of debts. Once a debt has passed the statute of limitations, provided there is no judgment in place or in process, the debt can no longer be collected by aid of a judgment from the courts.

**State Statutes of Limitations do not apply to all debts!**

There are NO Statutes of Limitations for:

- Most Types of Fines
- Federal Student Loans;
- Past Due Child Support (state dependent); and
- Taxes (In many cases, income taxes have a 10-year SoL but this can be suspended as well as have more time added by filing the proper forms. Check with a local tax resolution expert about your particular situation.

That means the above debts do not typically expire. They can be collected on through the court process, until satisfied.

**Types of Statute of Limitations**

Oral Contract - A verbal contract is legal. You agree to pay money loaned to you by someone, but this contract or agreement is verbal; i.e. no written contract.

Written Contract - You agree to pay on a loan under terms written in a document, which you and your debtor have signed.

Promissory Note - You have agreed to pay on a loan via a written contract, just like the written contract. The big difference between a promissory note and a regular written contract is that the payments are scheduled and interest on the loan is also spelled out in the promissory note. An example of a promissory note is a mortgage.

Open Ended Accounts - These are revolving lines of credit with varying balances. The best example is a credit card account

**WARNING! While the statute of limitations is running or**

even after it's expired, making ANY payment or signing a promissory note can reset or restart (depends on your state law) the statute of limitations. Always ensure the debt is valid, and then check your state laws to see if the debt has a statute of limitations BEFORE taking any other action such as making a payment or signing an agreement to make payments.

**STATUTE OF LIMITATIONS  
BY STATE**

| State | Oral | Written Promissory | Open-ended Accounts |
|-------|------|--------------------|---------------------|
| AL    | 6    | 6                  | 3                   |
| AR    | 5    | 5                  | 3                   |
| AK    | 6    | 6                  | 3                   |
| AZ    | 3    | 6                  | 3                   |
| CA    | 2    | 4                  | 4                   |
| CO    | 6    | 6                  | 3                   |
| CT    | 3    | 6                  | 6                   |
| DE    | 3    | 3                  | 4                   |
| DC    | 3    | 3                  | 3                   |
| FL    | 4    | 5                  | 4                   |
| GA    | 4    | 6                  | 4                   |
| HI    | 6    | 6                  | 6                   |
| IA    | 5    | 10                 | 5                   |
| ID    | 4    | 5                  | 4                   |
| IL    | 5    | 10                 | 5                   |
| IN    | 6    | 10                 | 6                   |
| KS    | 3    | 5                  | 3                   |
| KY    | 5    | 15                 | 5                   |
| LA    | 10   | 10                 | 3                   |
| ME    | 6    | 6                  | 6                   |
| MD    | 3    | 3                  | 6                   |
| MA    | 6    | 6                  | 6                   |
| MI    | 6    | 6                  | 6                   |
| MN    | 6    | 6                  | 6                   |
| MS    | 3    | 3                  | 3                   |
| MO    | 5    | 10                 | 5                   |
| MT    | 3    | 8                  | 5                   |
| NC    | 3    | 3                  | 4                   |
| ND    | 6    | 6                  | 6                   |
| NE    | 4    | 5                  | 4                   |

|    |    |    |    |   |
|----|----|----|----|---|
| NH | 3  | 3  | 6  | 3 |
| NJ | 6  | 6  | 6  | 6 |
| NM | 4  | 5  | 5  | 5 |
| NV | 4  | 6  | 3  | 4 |
| NY | 6  | 6  | 6  | 6 |
| OH | 6  | 15 | 15 | 6 |
| OK | 3  | 5  | 5  | 3 |
| OR | 6  | 6  | 6  | 6 |
| PA | 4  | 6  | 4  | 6 |
| RI | 10 | 10 | 6  | 4 |
| SC | 3  | 3  | 3  | 3 |
| SD | 6  | 6  | 6  | 3 |
| TN | 6  | 4  | 6  | 6 |
| TX | 4  | 4  | 4  | 4 |
| UT | 4  | 6  | 6  | 4 |
| VA | 3  | 6  | 6  | 3 |
| VT | 6  | 6  | 5  | 4 |
| WA | 6  | 6  | 6  | 3 |
| WI | 6  | 6  | 10 | 6 |
| WV | 5  | 15 | 6  | 4 |
| WY | 8  | 10 | 10 | 8 |

### **Credit Reporting Time Clock**

If your creditor has acquired a judgment, it can be collected up to 20 years and the judgment can normally be renewed at the 6-year point.

Credit cards and personal loans essentially "stop the collection time clock", because each monthly payment restarts the statute of limitations. These payments are usually minimum payments and are normally only used for unsecured credit to restart the collection clock. With a secured credit there is usually not a collection issue because the creditor typically repossesses the item.

Even if the statute of limitations has expired (the time allotted to legally enforce the debt in court), collectors can still attempt to collect expired debts as long as they were not discharged in bankruptcy.

They may even take you to court to try and enforce the

collection of debts. However, if you meet your state's qualifying criteria and raise the "Expired Statute of Limitations" defense, your case will generally be dismissed on the spot.

### **Statute of Limitations on Credit Reports**

Do not confuse the statute of limitations for debt collection with the statute of limitations for credit reporting.

Most debts can only be recorded on your credit report for 7 years (except bankruptcies which can be reported for 10).

Tax liens can remain for 7 years AFTER being paid or indefinitely if not paid. Be advised that offering to pay less than the amount owed on a tax debt can extend the statute of limitations for reporting the debt.

Some collectors' hope that, because the debt is still on your credit report, you'll think they can still collect! Again, before agreeing to pay anything, verify the debt is valid and check your state's statute of limitations!

Unless you inform the person trying to collect the debt that the statute of limitations has expired, or bring it up during a court appearance, the collector stands a good chance of winning a judgment against you, so let them know you know about your rights, and if they try to get a judgment, GO TO COURT and let the judge know the statute of limitations has passed for your state.

**You DO NOT have to pay by post-dated checks or automatic withdrawals!**

Sometimes collectors convince debtors to make small "token payments". They will often insist the payment must be made by electronic withdrawal. **This is not true!!**

This is a ploy to get your bank information so they

can try to quietly seek a default judgment and freeze your bank account... Unfortunately, many debtors only learn of the judgment when their bank accounts are seized or their wages are garnished! If this happens to you immediately contact the clerk of the court for copies of the court documents. Look for any misinformation, missing or incorrect information. If you can show the court that you were not given due process, you can often get the judgment overturned.

Your creditors are REQUIRED to notify you before taking you to court.

### **MAINTAINING A GOOD CREDIT SCORE**

Once you've gotten out of debt, and fixed your credit score you have to maintain your position. It is not a creditor's job to keep you out of debt or raise your credit. The burden lies on you! A creditor's involvement is biased, and when credit is extended, it may not always be in your best interest. In fact the worse you manage your finances, the more profitable you will be to a creditor. Creditors, after all, are in the business of selling, not rejecting applications!

You must stay in control of your spending. A person must be able to say "no" to him/herself when it is necessary. To be in control of your finances, you must carefully consider every purchase you intend to make. Ask yourself these questions:

1. Do I need this?
2. Is there a better price elsewhere?
3. Will it be on sale at a later date?
4. Do I have to have this RIGHT NOW?
5. If I couldn't buy this item on credit and had to rely on making cash purchases, would I still buy it?

People often buy an item on impulse, and then wonder why they did, even before they leave the scene. You should always remind yourself that impulse buying usually fills a want or a desire, but not always a real need.

A smart buyer plans ahead when he/she purchases an item, whether it's necessary or not. They will shop around for the very best buy, sleep on it for a few days, research the item, and then make a decision whether or not they really need the item. He/she shops around. I wish you the best in your search to get out of debt and get your credit score as high as possible.

**If you are behind and need help getting out of more than \$10,000 of CREDIT CARD debt, CALL ME!!**

Credit repair will do you no good if you don't get rid of your debt first. While you may be able to successfully get a collections account removed for a short time, if you have a balance on the account, it will more than likely be reposted to your account within a month or two, which will negate the hard work you put in to get the item removed. I can be reached at 866-968-8332 Ext 4056. Or you can fill out a short form @ [www.knockoutdebt.com](http://www.knockoutdebt.com) for a free debt evaluation by myself, or one of my colleagues.

So what are you waiting for?...You know how and why it works... The following sample letters will give you a good idea of the information you need to include. Write your letters following the steps on page 14, and remember to document EVERYTHING!! The proof included in the second letter, if you need one, is often the deciding factor in getting an item removed!!!

Good Luck!,  
Aaron Englert  
Senior Debt Consultant

## **SAMPLE LETTERS**

In this section you will find an assortment of sample letters to use for a wide variety of credit situations that might occur. A few may not be of use to you in your particular situation. You will want to tailor these to your specific situation.

These letters were written with close attention to verbiage so they do not sound like they were put together by a lawyer or credit repair consultant.

To get the very best results, you should write all of your letters by hand. Many credit bureaus will show more resistance or could possibly reject a dispute if they believe a professional has written it. A lot of credit-repair companies, have all of their letters written for them by hand because of the effectiveness of this method.

### **Please Note:**

**These letters are samples only. After you read them, you should be able to write your own letter that better describe your situation.**

**General Dispute To Collection Agency**

Date

[Collection Company]  
Address

RE: Acct. # ...

To whom it may concern:

When living in [State address at time of event/ or City], I received service through [XYZ company] . During that time, my account received numerous billing errors. I was also repeatedly mixed up with someone else. Though time consuming and aggravating for me, the phone company always found and corrected the errors.

When I closed my account with [Company] I paid my final balance with them and hoped that my frustrations with them where over. Unfortunately this hasn't been the case.

I am sure if you speak to a human being and not a computer at [Creditor], there will be a record of the problems we were having with wrong billings. I am also certain you will discover this is not my debt.

Though I was assured by the [Creditor] at the time that my name was not the cause of the errors, I strongly believe otherwise.

I would truly appreciate your assistance.

Sincerely,

Your Name  
[Signature]  
Social Security #  
Address

**LACK OF ACCOUNT KNOWLEDGE**

Date:

Creditor  
Address

RE: Account 1111 2222 3333 4444

To whom it may concern:

Your company is showing a collection account number of 1111 2222 3333 4444, on my credit report that I have no knowledge of. You are listing the creditor as [Creditor].

Please explain this account and who your client is. I do not agree that this belongs to me and this is the first I have heard about it.

Your cooperation in this matter is greatly appreciated.

Yours truly,

Name  
[Signature]  
Social Security #  
Current Address

**NO RESPONSE FROM A CREDIT BUREAU**

Date

ATT: Consumer Assistance

Credit Bureau  
Address

RE: Account #

Dear (Credit Bureau Name):

On March \_\_\_\_\_ and April \_\_\_\_\_, I sent you letters requesting items be investigated on my credit report. (see enclosed copies).

As of yet I have not received a response from you. Under the Fair Credit Reporting Act you are required to respond within a "reasonable period of time."

I am sending this letter certified so I will know you did receive it. In this way I will have no option but to pursue my legal rights if I do not receive a response.

Sincerely,

Signature  
Name  
Social Security Number  
Address

**Multiple incorrect Items and Inquiries**

Date:

Credit Bureau  
Address

RE: Account #

Dear (Credit Bureau Name) / appropriate person(s).

Going over my credit report I have found it has many errors. I request your investigation of the following as these accounts are unfairly damaging my creditor score and I believe it to be misleading to other creditors.

Citibank account # 1111 2222 3333 4444

I spoke with Sears to verify my records. They confirmed that this is my account and that there were no late payments to this account on the date reported. They will draft a letter if needed to correct this error. Please contact them and rectify the situation.

2. Foreclosure- [Name of Bank] 5/92

I did not have a foreclosure in 1992 or since then. Please remove this item.

3. [Collection Agency] 1111 2222 3333 4444

I have tried to get to the bottom of why this is being reported as my account with the information your company supplied. How are you able to confirm when I cannot? This is not mine. Please remove this.

## **Inquiry Removal**

Date

Credit Bureau

Address

RE: Account # 1111 2222 3333 4444

Dear (Credit Bureau Name) / appropriate person(s). I did not authorize the following inquiries and demand they be remove from my file:

1. Citi Auto - There are 4 different days in November of 19\*\*. Why would this be? Please remove 3 of these entries. I only authorized one time.
2. Nissan Motor Acceptance Corp. I only authorized one. Please remove the other 4 entries.

These listed accounts are not my debts nor my authorized inquiries. Please correct this inaccurate information as I believe it is hurting my credit score. Please send a copy of my corrected report to my address listed below, and if possible to anyone who has pulled my report since the inaccuracy was added.

Sincerely,

Your Signature

Name

Address

Social Security Number

**REQUEST FOR REINVESTIGATION**

Date:

ATTN: CUSTOMER RELATIONS DEPARTMENT  
Credit Bureau  
Address

Dear (Credit Bureau Name):

I have been around and around with your company regarding the errors which I recently found on my credit report. I originally sent you a letter on the [Insert date of first letter] for which I received proof of receipt on [Insert date creditor received the first letter and include a copy of all of your records from dealing with this account]. For some reason you have not removed the items in question.

I am again noting that problems have been discovered and they continue to remain unresolved.

I don't know how to better state my problem nor do I know how to correct the errors.

The following accounts are inaccurate:

CitiCard 1111 2222 3333 4444

I have no knowledge of this account and have no idea why it is on my report

Amxx 1111 2222 3333 4444

I have spoken with the creditor and they have agreed that there should be NO report of 60 days late on my credit report. Please contact them and have this removed.

Etc....

Since you have not given me names of persons with their business addresses that you contacted for re-verification of the information, so that I could follow up as I requested, I can only assume that you have not

been able to verify the information I have disputed, or have not tried to verify it at all.

If this problem continues I will be forced to seek some form of professional assistance, and I would like you to note your inaccuracies are harming me, my potential borrowing of funds, and is also causing me unnecessary stress.

I shall assume that 30 days constitutes a "reasonable time" to complete these actions unless you immediately notify me otherwise.

Please send me, and if possible anyone who pulled my credit while the inaccuracies were reported, an updated copy of my credit report with these items deleted.

Thanks,

Name  
Signature  
Address  
Social Security Number

**CREDIT BUREAU FOLLOW UP**

Date

ATTN.: CUSTOMER RELATIONS DEPARTMENT

Credit Bureau  
Address

RE: Investigation of credit file.

Dear [Credit Bureau Name]:

On [date], I wrote to this address and filed a dispute of information in my credit report. This dispute indicated that the information was in incorrect and was being disputed. I identified the data and the language used in the credit report.

I also gave my address and [list and include a copy of anything you sent such proof of address, original letter, proof of Social Security]. I've enclosed those documents again.

Please expedite my original request dated [Date]. It has now been 14 days and I am still burdened with inaccurate credit reporting.

Sincerely,

Signature  
Name  
Address  
Social Security Number

**REQUEST FOR INVESTIGATION**

Date:

CREDIT BUREAU  
Address

SUBJECT: Account dispute

Your Name  
Your Address  
Your Social Security Number

Dear [CREDIT BUREAU]:

I am writing this letter in regard to the Fair Credit Reporting Act. Please investigate the information listed below. These inaccurate reports are extremely damaging to my creditworthiness and character.

| Subscriber's Name | Subscribers # | Account # | Amount        |
|-------------------|---------------|-----------|---------------|
| ____XYZ____       | __11113333__  | 1111 2222 | ____ \$986.36 |

|     |          |           |           |
|-----|----------|-----------|-----------|
| XYZ | 22222333 | 22444 222 | \$ 230.04 |
|-----|----------|-----------|-----------|

Please forward me an updated copy of my credit report as soon as your investigation is complete. Thank you.

Yours truly,  
NAME  
Social Security #  
Signature

**UNQUALIFIED FOR A LOAN LETTER**

DATE

CREDIT BUREAU  
Address

SUBJECT: Loan Denial  
Your Name  
Your Address  
Your Social Security Number

Dear [CREDITOR]:

My loan application for [Whatever credit was denied] has recently been turned down. My research shows that according to the Fair Credit Reporting Act, any information that is inaccurate must be removed after being verified with the original creditors. This is a request for you to verify the following inaccuracies as they are very disturbing, and extremely damaging to my credit-worthiness.

| Subscriber's Name | Subscriber's # | Account # |
|-------------------|----------------|-----------|
| Amount            |                |           |

Please send me an updated credit report as soon as your investigation is complete. If possible I would also appreciate a new corrected copy sent to any inquiries that are on my report and received the faulty information in the last year.

Thank you.

Yours truly,

NAME  
Social Security #

Signature

CURRENT ADDRESS

**ADD AN EXPLANATION TO YOUR TO CREDIT REPORT**

DATE

CREDIT BUREAU  
Address

SUBJECT:  
Your Name  
Your Address  
Your Social Security Number

To Whom It May Concern:

In regard to the Fair Credit Reporting Act, please add the following statement to my credit report.

On [Date] my wife became very ill. The doctor and hospital bills have exceeded the limits allowed by our health insurance. As a result, we had to liquidate all of our savings and checking accounts. My wife lost her job, and I was not able to work full time. Since I couldn't handle my credit obligations, and to avoid further problems, at the advice of our attorney, had to file a bankruptcy. I am now attempting to fulfill all my credit obligations the best I can.

Yours truly,

Signature

**ADDING GOOD CREDIT ACCOUNTS TO A BAD REPORT**

DATE

CREDIT BUREAU  
Address

SUBJECT: Addition of a debt to my credit report.  
Your Name  
Your Address  
Your Social Security Number

To Whom It May Concern:

I would like to add the following credit information to my credit report in order to reflect good credit accounts.

Name of lender  
Address  
Account #  
Amount Borrowed  
Date Paid

Please send me my updated credit report as soon as this information is added. Thank you.

Yours truly,

Signature

**REQUEST FOR INVESTIGATION WHEN MARRIED WITH SEPARATE CREDIT**

DATE

CREDIT BUREAU  
Address

SUBJECT: Inaccurate report of my husbands account on my report.

Your Name  
Your Address  
Your Social Security Number

To Whom It May Concern:

Pursuant to the Fair Credit Reporting Act and the Equal Credit Opportunity Act, please investigate the information listed below:

I am married and have my own separate credit. The information below reflects my husband's credit history not mine.

This inaccurate report is very disturbing, and extremely damaging to my creditworthiness and character.

| Subscriber's Name | Subscriber's # | Account # |
|-------------------|----------------|-----------|
|-------------------|----------------|-----------|

Amount

Please send me an updated credit report as soon as your investigation is complete. If possible I would also appreciate a new corrected copy sent to any inquiries that are on my report and received the faulty information in the last year.

Yours truly,

Signature

**INACCURATE BECAUSE OF DIVORCE**

DATE

CREDIT BUREAU  
Address

SUBJECT: Inaccurate reporting of my former  
husbands/wife's debt.

Your Name

Your Address

Your Social Security Number

To Whom It May Concern:

I am writing this request according to the Fair Credit Reporting Act. I have been divorced for 5 months. Before that, I was separated for twelve months. The accounts listed are the responsibility of my ex-spouse.

Please investigate the items listed below. This information is very damaging to my creditworthiness.

| Subscriber's Name | Subscriber's # | Account # | Amount |
|-------------------|----------------|-----------|--------|
|-------------------|----------------|-----------|--------|

Please send me an updated credit report as soon as your investigation is complete. If possible I would also appreciate a new corrected copy sent to any inquiries that are on my report and received the faulty information in the last year.

Yours truly,  
Signature  
Address

**REQUEST FOR INVESTIGATION FOR A COLLECTION ACCOUNT**

DATE

CREDIT BUREAU  
Address

SUBJECT: Inaccurate collection account  
Your Name  
Your Address  
Your Social Security Number

To Whom It May Concern:

I recently received a copy of my credit report and was shocked to find this collection account. I was never aware of any collection attempts against me.

Please investigate the items listed below. This information is inaccurate and damaging to my creditworthiness.

| Subscriber's Name | Subscriber's # | Account # | Amount |
|-------------------|----------------|-----------|--------|
|-------------------|----------------|-----------|--------|

Please send me an updated credit report as soon as your investigation is complete. If possible I would also appreciate a new corrected copy sent to any inquiries that are on my report and received the faulty information in the last year. Thank you!

Yours truly,

Signature

**NO KNOWLEDGE OF ACCOUNT**

DATE

CREDIT BUREAU  
Address

SUBJECT: No knowledge of this account  
Your Name  
Your Address  
Your Social Security Number

To Whom It May Concern:

I have listed the following information as it appears on my credit report. I have no knowledge of these accounts. Please investigate these items. They are very disturbing, and damaging to my creditworthiness.

| Subscriber's Name | Subscriber's # | Account # |
|-------------------|----------------|-----------|
| Amount            |                |           |

Please send me an updated credit report as soon as your investigation is complete. If possible, I would also appreciate a new corrected copy sent to any inquiries that are on my report and received the faulty information in the last year. Thank you!

Yours truly,

Signature

**FOLLOW-UP TO INVESTIGATION IF THERE IS NO RESPONSE**

DATE

CREDIT BUREAU  
Address

SUBJECT: Failure to respond to a dispute  
Your Name  
Your Address  
Your Social Security Number

To Whom It May Concern:

On [date], I wrote you a letter requesting an investigation of the derogatory information listed below. It has been over a month and I have not received a response from your office. May I remind that you I am exercising my rights under the Fair Credit Reporting Act?

| Subscriber's Name | Subscriber's # | Account # |
|-------------------|----------------|-----------|
| Amount            |                |           |

Please respond to my request, or I will be forced to notify the Fair Trade Commission of this matter. Thank you for your assistance in this matter.

Yours truly,

Signature  
Address

**ADDING EXPLANATORY STATEMENT TO CREDIT REPORT**

DATE

CREDIT BUREAU  
Address

SUBJECT:  
Your Name  
Your Address  
Your Social Security Number

To Whom It May Concern:

In regard to the Fair Credit Reporting Act, please add the following statement to my credit report. This statement reflects my side of the matter.

Insert hardship story and say how you plan on handling your debts in the future.

*I worked for (firm's name) on (date). The union I belong to voted to go on strike. This strike lasted much longer than anticipated. As a result, I was not able to fulfill my monthly obligations. As soon as I returned to work, I began making all attempts to bring all my accounts up-to-date. I always do my best to fulfill my obligations. These circumstances were beyond my control.*

Yours truly,

Signature