

KEWANEE CREDIT BUREAU

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VERBAL REPORTS

PASS THIS AROUND YOUR OFFICE

Be sure to pass this newsletter around to other people in your office. The next article needs to be read by all those involved with filling out the new account applications. And by those people in your organization who pull reports. They need to know what information is needed to obtain a quality credit report.

APPLICATIONS & CREDIT REPORTS

Whether you call it a Credit Application, Rental Application or New Patient Information Sheet, there needs to be at least four or five items so you can verify the proper identity of your customer.

Contrary to popular opinion, **all credit bureaus file** in this order:

1. Name.
2. Address.
3. Social Security.
4. Date of Birth.
5. Generation (ie: Jr, Sr, 1st, 2nd, I, II, etc)
6. Employment, and DL #.

Social Security number is not the primary sorting factor!

In fact, many trade lines and most public records do not have the Social Security numbers. They are filed and sorted into the data base by name and address only.

If the consumers are reported to the credit bureaus without a Social Security number, then they may end up as separate unattached credit files at different addresses.

The more information you can get from your customer and the more information you enter on the credit bureau request, the better the credit report information you will receive. It also means that you will be less likely to mix files in your office when you have customers with the same or similar names.

Unless your customer has lived at an address for many, many years, you should get as many previous addresses as possible. The driver's license number is also important. The Illinois DL # includes the month, day and year of birth. It also shows the sex of the person. Whether you pull reports or are just getting ready to turn them over for collection, the driver's license number is helpful in locating the consumer.

When you call us for a verbal report,(regardless of whether you need it faxed to you or not) you will need to give us your Subscriber Number and Password. These would have been sent to you after you signed up. If you don't have these, let us know and we will send you a copy.

INTERNET CREDIT REPORTS

If you have applied for internet access, and have not received your authorization within two weeks, please call us so we can check it out for you.

SPEAKERS

If the service organization you belong to, or your local high school needs a speaker to talk about credit, loans, interest rates or collections, just give us a call. We have two programs, one for service organizations and one for high schools.

QUESTIONS

Do you have any questions about the credit products offered by the Kewanee Credit Bureau or Experian? Our Web Site has information on all products offered by Experian and the Kewanee Credit Bureau.

THANK YOU FOR YOUR BUSINESS

We appreciate your business and support. This has been a good year for the Kewanee Credit Bureau and our members. We now have more financial institutions reporting to us than to our competitors in the 15 counties we serve for Experian. Thanks again for your support and confidence in The Kewanee Credit Bureau

KEWANEE CREDIT BUREAU HOURS

Monday - Friday 9:00am to 4:30pm

Consumer credit reports are provided from Experian.
Business reports are provided from Experian.
Residential Mortgage Credit Reports may contain information from: the Kewanee Credit Bureau, Experian, TransUnion and/or Equifax.

The KEWANEE CREDIT BUREAU has served businesses since 1928 and serves the following counties for Experian: Henry, Stark, Bureau, Putnam, LaSalle, Marshall, Woodford, Peoria, Knox, Fulton, Mason, McDonough, Warren, Logan and Tazewell.