



# Pick a strategy for Requesting your free credit reports

1. Pick when you'll request your credit reports using the strategy that works best for you.
2. Write down when you'll request them from each company, Experian, Equifax, and TransUnion. You can get a free report from each company once every 12 months.
3. Create a reminder on your calendar or phone to help you follow through.

## Strategies for requesting your credit reports

REQUEST ON THREE SEPARATE DATES		REQUEST ON A SINGLE DATE	
Check your reports on three different dates throughout the year. Staggering them can help you see if anything is changing throughout the year or if any fraud has occurred.		Choose a single date that's easy to remember, like a birthday or holiday, to request all three of your reports at once. This is good if you're buying something big soon, that requires new credit, so you can correct errors right away.	
<input checked="" type="checkbox"/> I will request my reports on these three separate dates:		<input type="checkbox"/> I will request a report from all three companies on this day:	
DATE	COMPANY	DATE	COMPANY
	Equifax		Equifax, Experian, TransUnion
	Experian		
	TransUnion		

## How to request your free reports

The federal government authorizes only one source for your free credit reports. You can make a request online, by phone, or by mail.

Visit [AnnualCreditReport.com](https://www.annualcreditreport.com)

Call (877) 322-8228

**Request by mail.** Download and complete the form at [annualcreditreport.com/manualRequestForm.action](https://www.annualcreditreport.com/manualRequestForm.action).

Mail the completed form to:  
Annual Credit Report Request Service  
P.O. Box 105281  
Atlanta, GA 30348-5281

**EQUIFAX**

**Experian™**  
 A world of insight


**TransUnion®**

## Annual Credit Report Request Form

You have the right to get a free copy of your credit file disclosure, commonly called a credit report, once every 12 months, from each of the nationwide consumer credit reporting companies, Equifax, Experian and TransUnion.

**For instant access to your free credit report, visit [www.annualcreditreport.com](http://www.annualcreditreport.com).**

For more information on obtaining your free credit report, visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call 877-322-8228.

Use this form if you prefer to write to request your credit report from any, or all, of the nationwide consumer credit reporting companies. The following information is required to process your request. Omission of any information may delay your request. **Once complete, fold (do not staple or tape), place into a #10 envelope, affix required postage and mail to: Annual Credit Report Request Service P.O. Box 105281 Atlanta, GA 30348-5281.**

**Please use a Black or Blue Pen and write your responses in PRINTED CAPITAL LETTERS without touching the sides of the boxes like the examples listed below.**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	0 1 2 3 4 5 6 7 8 9
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<b>Social Security Number:</b> <div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="border-bottom: 1px solid black; width: 100px;"></div> </div> </div>	<b>Date of Birth:</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border-bottom: 1px solid black; width: 40px;"></div> <div style="border-bottom: 1px solid black; width: 40px;"></div> <div style="border-bottom: 1px solid black; width: 40px;"></div> <div style="border-bottom: 1px solid black; width: 40px;"></div> </div> <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Month</span> <span>Day</span> <span>Year</span> </div>
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If additional information is needed to process your request, the consumer credit reporting company will contact you by mail.

**Your request will be processed within 15 days of receipt and then mailed to you.**

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- Visite el único sitio web oficial: [www.annualcreditreport.com](http://www.annualcreditreport.com)
- Llame gratis al: 1-877-322-8228
- Envíe por correo el formulario de solicitud impreso. Este formulario impreso deben usarlo las personas que tienen un ITIN (Número de Identificación del Contribuyente Individual) en vez de un SSN (Número de Seguro Social).

Complete el formulario de solicitud impreso con bolígrafo azul o negro. Dóblelo (no use grapas ni cinta adhesiva) y póngalo en un sobre tamaño oficio con franqueo pagado. Envíe por correo a: Annual Credit Report Request Service, PO Box 105281, Atlanta, GA, 30348-5281. Solamente un pedido por sobre.

Un ITIN (Número de Identificación del Contribuyente Individual) se puede usar en lugar de un SSN (Número de Seguro Social) en este formulario de solicitud impreso.

Si usted se ha mudado recientemente o frecuentemente, es posible que las compañías de crédito pidan más información para asegurarse de que alguien no está haciéndose pasar por usted para obtener su información personal. Es posible que pidan una copia de una cuenta de servicios enviada a su dirección y con su nombre en ella o alguna otra información de identificación.

Usted puede obtener los tres informes gratis al mismo tiempo. O usted puede obtener un informe ahora y los otros más adelante durante el año. Llene uno, dos o los tres círculos para obtener el informe que desee.

Llene este círculo si no desea que su SSN o ITIN completo  
aparezca impreso en el informe crediticio. Entonces las  
agencias usarán solamente los últimos cuatro números.

Para más información sobre su informe crediticio gratis, estafas de crédito y robo de identidad vaya a:

[www.consumidor.ftc.gov](http://www.consumidor.ftc.gov)

## Reading a Sample Credit Report

This sample report shows what kind of information might appear on your own credit report, also called a consumer disclosure statement, from the 3 major Credit Reporting Agencies (CRA). Your real credit reports will all look a little different. The information in this sample is made up.

<b>SAMPLE CREDIT REPORT</b>	
<b>Report Date:</b> 5/10/2018	<b>Report Number:</b> 123456
<b>PERSONAL CONSUMER INFORMATION</b>	
<b>SSN #:</b> XXX-XX-6789 (Your SSN has been masked for your protection) <b>DOB:</b> 01/01/1988	
<b>Names Reported:</b> John Doe John Q. Doe	<b>Telephone Numbers Reported:</b> 555-555-5555 555-123-4567
<b>Addresses Reported:</b> 123 Oak St. Anytown, WI. 11111 111 Miller St. Hometown, WI. 33333 333 1st St. Townville, MN. 22222	<b>Date Reported:</b> 08/02/2013 06/06/2010 03/15/2007
<b>EMPLOYMENT RECORDS</b>	
<b>Employer Name:</b> Dairyland Company <b>Date Reported:</b> 09/2013	<b>Location:</b> Anytown, WI <b>Hire Date:</b> 07/2013
<b>PUBLIC RECORDS INFORMATION</b>	
This information was collected from public records sources by Sample Credit Report or a company we hired.	
<b>REGIONAL FEDERAL COURT Docket # XYZ789</b> 111 Court Street, Capital City, WI 55555	
<b>Account Number:</b> ***9514 <b>Type:</b> Chapter 7 Bankruptcy <b>Status:</b> Filed <b>Date Reported:</b> 04/2013 <b>Closing Date:</b> 07/2013	<b>Filed as:</b> Individual Account <b>Liability:</b> \$35,000 <b>Exempt Amount:</b> \$5,000 <b>Asset Amount:</b> \$10,000 <b>Paid:</b> \$2,000
<b>Estimated month and year that this item will be removed:</b> 04/2023	

### The PERSONAL CONSUMER INFORMATION

includes identification, as well as current and past addresses. This data comes from the information given to creditors.

**TIP:** Make sure this information is correct. A wrong address or phone number could be a mistake – or a sign of identity theft.

### PUBLIC RECORDS INFORMATION

is data collected from court records and is viewed negatively by lenders. This section includes bankruptcies. Other public records for civil judgments and tax liens have recently been removed from credit reports, but could appear in other types of reports.

**NOTE:** A bankruptcy can stay on a credit report for 7-10 years from the date of filing depending on the type of bankruptcy.

- Chapter 7 bankruptcy is reported for 10 years since all debt is discharged.
- Chapter 10 bankruptcy is reported for 7 years since some of the debt is paid back.



**ADVERSE ACCOUNTS**

Adverse information typically remains in your file for up to 7 years from the date of delinquency.

**American Hospital Collections Acct #:** 10254688  
PO Box 999, Townsburg, WI 11111  
(555) 123-1234

**Date Placed for Collection:** 07/01/2016  
**Responsibility:** Individual Account  
**Type:** COLLECTION AGENCY/ ATTORNEY  
**Original Amount:** \$302  
**Original Creditor:** REGIONAL HOSPITAL OP  
(Medical/Health Care)

**Balance:** \$0  
**Date Paid:** 11/14/2016  
**Pay Status:** >Account paid in full,  
was a Collection<  
**Date Updated:** 02/01/2017

**Remarks:** >Paid Collection<  
**Estimated month and year that this item will be removed:** 1/2023

**Urgent Care Collections Acct #:** 1234XYZ9  
999 Business Road, Hometown, MN 11111  
(555) 555-9999

**Date Placed for Collection:** 02/15/2013  
**Responsibility:** Individual Account  
**Type:** COLLECTION AGENCY/ ATTORNEY  
**Original Amount:** \$8023  
**Original Creditor:** EMERGENCY HOSPITAL  
(Medical/Health Care)

**Balance:** \$0  
**Date Closed:** 06/2013  
**Pay Status:** >Account included in  
Bankruptcy; was a Collection<  
**Date Updated:** 08/01/2013

**Remarks:** >Account included in Bankruptcy<  
**Estimated month and year that this item will be removed:** 1/2020

**All American Collections Acct #:** 000999ZZ  
888 Industry Drive, Maintown, TX 00000  
(555) 555-6789

**Date Placed for Collection:** 03/30/2013  
**Responsibility:** Individual Account  
**Type:** COLLECTION AGENCY/ ATTORNEY  
**Original Amount:** \$1500  
**Original Creditor:** KWIK KASH LOANS

**Balance:** \$0  
**Date Closed:** 06/2013  
**Pay Status:** >Account included in  
Bankruptcy; was a Collection<  
**Date Updated:** 07/15/2013

**Remarks:** >Account included in Bankruptcy<  
**Estimated month and year that this item will be removed:** 2/2020

**ADVERSE ACCOUNTS** show lines of credit that have not been paid, have missed or late payments, were sent to a collection agency, or were “charged off” meaning that the company reported the debt as lost income and may have sold the debt to a collection agency. A history of late payments lowers your credit score, especially if it’s more recent. Many lenders will not offer credit until overdue debts have been paid.

**TIP:** Negative items can legally be removed from a credit report if it’s been more than 7 years from the date the debt first became overdue. If old items are listed, contact the credit bureau and ask these accounts to be taken off.

**NOTE:** Even if debt does not show up on a credit report after 7 years, a person may still owe the debt and be taken to court, depending on the State and type of debt.

**NOTE:** Even if debt does not appear on a credit report, the Consumer Reporting Agencies (CRA’s) keep your older debt on file and can release the information when you apply for the following:

- Credit of \$150,000 or more, such as a mortgage.
- Life insurance with a face value of \$150,000 or more.
- A job with an annual salary of \$75,000 or more.





	Code	OK=paid as agreed	X=not reported	30/60/90= days late	Blank=no data available							
<b>SATISFACTORY ACCOUNTS</b>												
<b>Automobile Finance Inc. Acct #: 70705606</b> 456 Drivers Lane, Big City, IL 66666 (555) 555-9876												
<b>Date Opened:</b> 03/22/2016 <b>Responsibility:</b> Individual Account <b>Account Type:</b> Installment Account <b>Type:</b> Automobile <b>Pay Status:</b> Current; Paying as Agreed		<b>Balance:</b> \$6,580 <b>Last Payment Made:</b> 05/01/2018 <b>Payment Received:</b> \$240 <b>High Balance:</b> \$12,400 <b>Terms:</b> \$240 per month; paid Monthly for 60 months										
<b>Remark:</b> Open; one 30-day late payment												
<b>Year</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
2018	OK	X	OK	OK	OK							
2017	OK	OK	OK	OK	OK	OK	OK	OK	X	OK	OK	OK
2016					OK	30	OK	OK	OK	OK	OK	OK
<b>Convenient Credit Card Acct #: XXXXX3333</b> PO Box 2233, Great Prairie, ND 77777 1-800-555-2233												
<b>Date Opened:</b> 11/02/2015 <b>Responsibility:</b> Joint Account <b>Account Type:</b> Revolving Account <b>Type:</b> CHARGE ACCOUNT <b>Pay Status:</b> Current; Paying as Agreed		<b>Balance:</b> \$387 <b>Last Payment Made:</b> 05/02/2018 <b>Payment Received:</b> \$48 <b>High Balance:</b> \$723 <b>Credit Limit:</b> \$1,000 <b>Terms:</b> Paid Monthly										
<b>Remarks:</b> Open; never late												
<b>Year</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
2018	OK	OK	OK	OK	OK							
2017	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
2016	OK	X	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
2015												OK

The **SATISFACTORY ACCOUNTS** section shows credit accounts that are current or have been paid as agreed. The accounts listed are from information reported by lenders. Creditors choose whether to report account information to none, one, two, or all three of the major Credit Reporting Agencies and how often to report. Having satisfactory accounts that you pay the balance on regularly is good for your credit score.

The 'Account Type' lists the kind of credit account.

- **Installment**  
Accounts – like car or student loans where you borrow a set amount and then make monthly payments.
- **Revolving Accounts**  
– usually credit cards that have a credit limit.

**TIP:** The 'Credit Utilization Ratio' (CUR) is how much of the balance is currently reported as being used in all your revolving accounts combined.

In this sample report, there's only one revolving account. The credit card account above has a \$387 balance divided by \$1000 limit = 38% CUR.

To raise your credit score, keep your CUR under 25%. Some credit scoring models say to keep this ratio under 5% for a better credit score.



**SATISFACTORY ACCOUNTS**

Code	OK=paid as agreed	X=not reported	30/60/90= days late	Blank=no data available
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**Student Loan Services Acct #:** XXXXX-6299  
PO Box 67890, Centralville, MD 88888  
1-800-555-2999

**Date Opened:** 08/22/2009  
**Responsibility:** Individual Account  
**Account Type:** Installment Account  
**Type:** STUDENT LOAN  
**Pay Status:** Current; Paying as Agreed

**Balance:** \$2,765  
**Last Payment Made:** 05/01/2018  
**Payment Received:** \$115  
**High Balance:** \$10,000  
**Terms:** \$115 per month; paid  
Monthly for 120 months

**Remarks:** Open; never late

Year	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
2018	OK	OK	OK	OK	OK							
2017	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
2016	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
2015	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
2014	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK

**Major Utilities #:** 888-9000  
PO Box 1234, Hometown, WI 33333  
1-800-555-6666

**Date Opened:** 06/01/2010  
**Responsibility:** Individual Account  
**Account Type:** Open Account  
**Type:** UTILITY COMPANY  
**Pay Status:** Closed; Paid as Agreed

**Balance:** \$0  
**Last Payment Made:** 07/01/2013  
**Payment Received:** \$85  
**High Balance:** \$155  
**Terms:** Paid monthly  
**Date Closed:** 07/01/2013

**Remarks:** Account closed at consumer's request

Year	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
2013	OK	OK	OK	OK	OK	OK	OK					
2012	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
2011	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
2010						X	OK	OK	OK	OK	OK	OK

In the **SATISFACTORY ACCOUNTS** section, future creditors, insurance companies, landlords, and some employers look for a history of on-time payments as a sign that a person is responsible and trustworthy. Positive information is usually listed for 10 years after an account is closed or paid off. If there is a history of late payments, creditors and insurers may still work with a person, but will charge higher rates.

**TIP:** Make sure accounts listed belong to you and that the information is correct. When you order your report, Credit Reporting Agencies (CRA's) are required to provide information about how to dispute an item or correct an error in your report. Keep a copy of any letters or emails you send and customer service representatives you speak with. The CRA usually has 30 days to fix the error or show why it's correct.

**TIP:** Applying for credit could lower your credit score a few points each time you contact a lender. If you're shopping for the best interest rate on a car loan, get a few quotes for loans within 14 days of each other. When shopping for a mortgage, get quotes within 30 days of each other. Most credit scores will only count these inquiries as one item, instead of many requests.



## CREDIT INQUIRIES

### REGULAR INQUIRIES

Regular inquiries are posted when someone accesses your credit information from Sample Credit Reports. These inquiries will remain on your credit file for up to 2 years.

#### Convenient Credit Card

PO Box 2233, Great Prairie, ND 77777  
1-800-555-2233

**Requested on:** 11/18/2017

**Inquiry Type:** Individual

#### A1 Insurance Coverage

1234 Business Park Road, Townsquare, IL 66666  
(555) 555-1111

**Requested on:** 10/01/2017

**Inquiry Type:** Individual

#### Automobile Finance Inc.

456 Drivers Lane, Big City, IL 66666  
(555) 555-9876

**Requested on:** 3/22/2016

**Inquiry Type:** Individual

### ACCOUNT REVIEW INQUIRIES

The companies listed below received your name, address, and other limited information in order to make an offer of credit or insurance. These inquiries are not seen by anyone but you and do not affect your score.

#### Payless Insurance Company

999 Circle Drive, Townville, IL 66666  
(555) 555-1111

**Requested on:** 03/01/2018

#### ChargeMore Credit Card

444 Lake St., Lake City, ND 88888  
(555) 555-9652

**Requested on:** 12/1/2017

#### Sample Credit Report Company

Annual free consumer report provided

**Requested on:** 10/10/2017

## PERSONAL CONSUMER STATEMENT

I had a bad accident in 2013 and couldn't work. I filed for bankruptcy in 2013 because of medical bills.

The **CREDIT INQUIRIES** section includes information about when a credit report has been requested. There are two types of inquiries:

### REGULAR INQUIRIES

are also known as **HARD** inquiries. When you apply for credit or buy insurance, for example, the lender reviews your credit report for a positive history and credit worthiness. These inquiries stay on a report for 2 years and can be seen by all creditors who look up your report. Hard inquiries can drop a credit score by 5-20 points for many months.

### ACCOUNT REVIEW

inquiries are also called **SOFT** or **Promotional** inquiries. Companies ask for certain parts of your credit information to see if you qualify for their services. These items are only seen by you and do not affect your credit score.

**NOTE:** You have the right to add a short statement to your credit report to dispute a credit item or explain a situation. The statement does not affect your credit score and many lenders may never even read it.

