

## MEMORANDUM

**To:** New Clients

**From:** KBA Legal Department

**Subject:** New Mandated Requirements

Any and All new clients seeking information from credit bureaus (credit reports, social tract, etc) must undergo a physical inspection which is mandated by the credit bureaus.

Equifax, Experian and TransUnion (collectively the “credit bureaus”) have mandated two items: 1) that we must collect additional information about your company (this will be handled by completing an application) and 2) that all resellers of their information have approved inspectors conduct a physical inspection of any clients’ facility that obtains information which originated from the bureaus. This will affect all new clients who order either credit reports or social security traces. The only exceptions to this rule are publicly traded companies or companies which are regionally and/or nationally known. New branches of existing clients will not be required to have an inspection.

Additionally, this new requirement will require that all new clients pay a \$100 one time set up fee.

Any questions about this memo may be directed to your account representative or a member of the KBA Sales Support team.