



**USER GUIDE** 

# TransUnion Credit Report User Guide

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# Introduction to the Credit Report **User Guide**

Thousands of companies around the world depend on TransUnion Credit Reports for the consumer insight they need to make the best decisions. This guide is designed to introduce you to the various sections of the print image TransUnion Credit Report.

#### Credit report basics

TransUnion Credit Reports draw information from the TransUnion database, which maintains credit histories on approximately 500 million consumers and businesses worldwide. The database is updated, audited and monitored on a regular basis. As a result, you can count on current, comprehensive information when evaluating the financial responsibility of a prospect.

#### Using this guide

This guide will walk you through the five standard types of information included in the print image credit report: Identifying Information, Public Records, Collections, Credit History and Inquiries. A following page shows a sample Credit Report that includes both standard information and optional features that can enhance the report.

Subsequent pages provide greater detail on each section, thumbnail diagrams showing where to find each section on the sample Credit Report, and descriptions of the fields and codes. For your convenience, there is a key to all of the Credit Report Codes. Keep it open for handy reference as you use the guide.

#### Additional features

Depending on your business needs, you can make credit information even more powerful by adding optional features to your reports. Some of these options include:

- → **Special messages**-Help reduce the risk of fraud and protect your customers
- → Model profiles-Display scores that help predict future credit behavior
- → Credit summaries-Quickly assess the consumer's financial health to help you make more accurate decisions
- → **Inquiry analysis**-Streamline collection efforts by locating individuals quickly

Other options are available to help you make more informed decisions throughout the customer lifecycle.

#### **LEARN MORE**

To learn more about the TransUnion Credit Report or any of the optional features designed to help you achieve your specific goals, contact your TransUnion representative or visit us at transunion.com/business.



# Sample credit report (print image format)

<pre><for></for></pre>	TRANSUNIC <mkt sub=""> 06 CH</mkt>	ON CREDIT REPOR! <infile> 4/81</infile>	< DAT	E> 0/10	<time> 09:36CT</time>	
<subject> DUNCAN, ELIZABETH <also as="" known=""> COOK, ELIZABETH</also></subject>			<ssn> 666-58-55</ssn>	21 2/5: <te< td=""><td>RTH DATE&gt; 2 LEPHONE&gt; 5)555-555</td><td></td></te<>	RTH DATE> 2 LEPHONE> 5)555-555	
<pre><current address=""> 9932 WOODBINE, #9B, CHICAGO</current></pre>	D, IL. 60068			<da'< td=""><td>TE RPTD&gt; 1/08</td><td></td></da'<>	TE RPTD> 1/08	
<former address=""> 10 N. CAMINO, OAKLAND, CA. 8500 N. WESTERN AV. CHICAGO</former>	94583				4/04	
CURRENT EMPLOYER AND ADDR	ESS>	<position> CONCIERGE</position>	<verf> 5/10</verf>	<rptd></rptd>	<hire></hire>	
ANYTOWN, IL.  S P E C I A L M E S S A G ***ID MISMATCH ALERT: ***HIGH RISK FRAUD ALERT: ***SSN YEAR OF ISSUANCE: ***IDENTITY MANAGER VERIFI	E S PREVIOUS INPU INPUT SSN NOT FILE SSN ISSU EST. AGE OBTA	T ADDRESS DOES ISSUED BY SOCI JED: 1957-1960; INED: 4-8***	NOT MATCH F AL SECURITY STATE ISSUE	ILE ADDRES ADMINISTR D: IL;	S(ES)*** ATION***	
FRAUD MODEL SCORE: 200 INPUT PHONE NUMBER AND AD ***OFAC NAME SCREEN: CLEAR ***CONSUMER STATEMENT: SEE	ID SCORE: 900 DRESS DO NOT M *** END RPT***	SCORE FACTO	R CODES: 345	5, 678, 901		
M O D E L P R O F I L E ***VANTAGESCORE ALERT: ***TRANSUNION BANKRUPTCY M C R E D I T S U M M A R PR=2 COL=1 NEG=1 HSTNE	SCORE DDEL: SCORE	* A L E R T * +590: TK, 52, +533: 24, 07,	* * RF, 10 SCOR 15, 08 ***	ECARD: 02	***	
C RE D I T SUMMAR PR=2 COL=1 HGH CRED CI REVOLVING: \$10.1K	Y G=2-9 TRD=4 RED LIM BALAN 18.2K \$5.4I \$12.9 \$173.	RVL=2 INST=1 NCL= PAST DUE 1 C OK \$1128 .2K .5K \$1128	T O T A L MTG=1 OPN MNTHLY PAY A \$225 \$282 \$1470 \$1977	FILE =0 INQ=4 AVAILABLE 71%	ніѕто	) R \
PUBLIC RECORD:	S LIAB ECOL	A ASSETS RT LOC \$2668		DOCKET# ATTORNEY 08B38521 D. WINSLO	DW	
ZP5027011 1/08R : PAID CIVIL JUDGMENT RETRO	33128 I		6/08	08M987654 WILLIAMS	1	
C O L L E C T I O N S SUBNAME SUBCODE ACCOUNT# ADVANCED COL Y 999C004 12345	ECOA I	OPENED CLC VERIFIED 5/05 4/10A	SED \$PLA BALA \$250 \$100	ACED CREI	DITOR ARKS BANK	MOE 09E
I R A D E S SUBNAME SUBCODE ( ACCOUNT#	OPENED HIGH VERIFIED CREI	ICRED TERMS DLIM PASTDUE	MAXDELQ AMT-MOP	PAYPAT PAYPAT	1-12 13-24	MOI
ECOA COLLATRL/LOANTYPE		ANCE REMARKS	1/10		30/60/90	T.0.1
ABC BK B 6781001 9876543210 : I AUTOMOBILE	3/08 \$16 5/10A \$16 \$12	.9K \$1128	1/10 \$1410 05 IN DISPUTE	20	1/ 1/ 5	I05
ABC RETAILER D 1234567 : 1234567890 I /CREDITCARD	2/07 \$9.6 5/10A \$16 \$5.2	.7K	12/07 \$230 03			R01
ABC MORTGAGE Q 1111111 :	J/IUA			111111111 111111111 48		M01
ABC DEPARTMENT D 7654321 : 123123123123 : 1	12/09 \$500	) MIN25		11111	0/ 0/ 0	R01
I N Q U I R I E S DATE SUBCODE 5 5/20/10 DCH248 2/20/10 ASD1234(CAL) I	SUBNAME ABC DEPT STORE MAIN ST AUTO	DATE 3/07/10 1/01/10	SUBC BPH9 DNY7	ODE 9999 (EAS) 77 (EAS)	SUBNAME TEST BANK 123 RETAI	LER
C O N S U M E R S T A T I #HK#EFCRA EXTENDED FRAUD A MODIFYING AN ACCOUNT.	E M E N T LERT: ACTION M	MAY BE REQUIRED	UNDER FCRA	BEFORE OPE	NING OR	
I N Q U I R Y A N A L Y DATE SUBCODE 03/07/10 B 9999 DUNCAN, ELIZABETH (773) 9932 WOODBINE, CHICAGO, IL	SUBNAME FEST BANK 123-4567 60693					
DUNCAN, ELIZABETH (773) 9932 WOODBINE, CHICAGO, IL 10 N. CAMINO, OAKLAND, CA EMPLOYER: GRAND HOTEL						
C R E D I T R E P O R T TRANSUNION CONSUMER RELATION BALDWIN PLACE, P.O. BOX						
	MYOPTIONS					

This sample report is intended for educational purposes and cannot be used for testing. The actual Credit Report you receive will be customized to meet your specific request.

**NOTE:** Fields with dollar amounts will display: K=thousands M=millions



# Credit report codes

## ECOA (Equal Credit Opportunity Act) inquiry and account designators

CODE	DESCRIPTION
Α	Authorized user of shared account
С	Joint contractual liability
I	Individual account for sole use of customer
М	Account for which subject is liable but co-signer has liability if the maker defaults
Р	Participant in shared account which cannot be distinguished as C or A
S	Account for which subject is co-signer and becomes liable if maker defaults
Т	Relationship with account terminated
U	Undesignated
Х	Deceased

#### **Date indicators**

CODE	DESCRIPTION
A	Automated
С	Closed
F	Repossessed/Written off/Collection
М	Manually frozen
P	Paid out
R	Reported
V	Verified

## MOP (Current Manner of Payment)

CODE	DESCRIPTION					
01	Pays as agreed					
02	30-59 days past the due date					
03	60-89 days past the due date					
04	90-119 days past the due date					
05	120 days or more past the due date					
07	Paying or paid under Wage Earner Plan or similar arrangement					
08	Repossession					
8A	Voluntary repossession					
8P	Paying or paid account with MOP 08					
09	Charged off to bad debt					
9B	Collection account					
9P	Paying or paid account with MOP 09 or 9B					
UR	Unrated					

## Type of account

CODE	DESCRIPTION					
0	Open Account (30, 60 or 90 days)					
R	Revolving or Option					
I	Installment					
М	Mortgage					
С	Check credit (line of credit)					

## **KOB** (Kind of Business Classifications)

CODE	DESCRIPTION						
A	Automotive						
В	Banks and Savings and Loan Institutions						
С	Clothing						
D	Department, Variety and Other Retail						
E	Educational Organizations and Employment Services Companies						
F	Finance, Personal						
G	Groceries						
Н	Home Furnishings						
I	Insurance						
J	Jewelry, Cameras and Computers						
К	Contractors						
L	Lumber, Building Material and Hardware						
М	Medical and Related Health						
N	Credit Card and Travel/Entertainment Companies						
0	Oil Companies						
P	Personal Services Other Than Medical						
Q	Credit Unions and Finance Companies Other Than Personal Finance Companies						
R	Real Estate and Public Accommodations						
s	Sporting Goods						
Т	Farm and Garden Supplies						
U	Utilities and Fuel						
٧	Government						
w	Wholesale						
х	Advertising						
Υ	Collection						
Z	Miscellaneous						



## Credit report fields

#### SUBSCRIBER-PROVIDED INPUT AND INFORMATION



GOi duncan, elizabeth\*2 9932, woodbine, chicago, il, 60068\*3 555, e, jackson, st, cleveland, oh, 44123\*5 666-58-5521\*\* TRANSUNION CREDIT REPORT <MKT SUB> <INFILE> 06 CH 4/81 <TIME> 09:36CT

The actual consumer information you entered to locate the file from TransUnion will be displayed at the top of the print image format report. On every TransUnion Credit Report the inquiring subscriber's TransUnion-assigned code, name, geographic area where the file resides within the TransUnion system, date the file was created, and inquiry date and time (Central Standard Time) are displayed.

#### CONSUMER DEMOGRAPHIC INFORMATION



<SUBJECT>
DUNCAN, ELIZABETH
<ALSO KNOWN AS> 2/52 <TELEPHONE> (555)555-5555 <CURRENT ADDRESS>
9932 WOODBINE, #9B, CHICAGO, IL. 60068
<FORMER ADDRESS>
10 N. CAMINO, OAKLAND, CA. 94583
8500 N. WESTERN AV. CHICAGO, IL 60645 4/03 <CURRENT EMPLOYER AND ADDRESS>
ABC HOTELS
ANYTOWN, IL. <HIRE> 5/10 3/04 5/10

Helps verify consumer identification by providing:

- · Names reported by data furnishers
- · Current address and date it was first reported
- · Up to two previous addresses and the date initially reported on first previous address
- · Social Security number (SSN) if available

- · Date of birth if available
- Telephone number or Phone Append (optional)
- · Employment if available (including most current and one previous position, date employment was verified, reported and/or hired)

#### SPECIAL MESSAGES

```
PECIAL MESSAGES
TID MISMATCH ALERT: PREVIOUS INPUT ADDRESS DOES NOT MATCH FILE ADDRESS(ES)***
HIGH RISK FRAUD ALERT: INPUT SSN NOT ISSUED BY SOCIAL SECURITY ADMINISTRATION***
SSN YEAR OF ISSUANCE: FILE SSN ISSUED: 1957-1960; STATE ISSUED: IL;
EST. AGE OBTAINED: 4-8***
TIDENTITY MANAGER VERIFICATION
FRAUD MODEL SCORE: 200 ID SCORE: 900 SCORE FACTOR CODES: 345, 678, 901
INPUT PHONE NUMBER AND ADDRESS DO NOT MATCH***
**OFAC NAME SCREEN: CLEAR***
***CONSUMER STATEMENT: SEE END RPT***
```

Highlights specific credit file conditions that may include:

- · Presence of consumer statement
- · No subject found

Some optional products may also appear.

- ID mismatch alert messages (optional) appear when the input address, SSN or surname does not match what is on file; when a minimum of four inquiries have been made against the file within the last 60 days; or when an invalid ZIP code is entered.
- High risk fraud alert messages (optional) appear if address, SSN or phone number have been used in suspected fraudulent activity; if the information on an application is inappropriate, such as a commercial or institutional address: or if the SSN has not been issued by the Social Security Administration or is that of a deceased person as reported by the Social Security Administration.
- **SSN year of issuance** (optional) provides state, year/range of years and age of consumer when SSN was issued.

- · Identity manager verification™ (optional) combines sophisticated data analytics and multisourced databases to verify and validate consumer provided information, detect suspicious information, and identify potentially fraudulent transactions and/or accounts. Fraud messages are generated to alert subscribers of suspicious data. And, an identity/ fraud score is provided which assesses the level of risk associated with the account. The ID Score® from ID Analytics® is available as an option for an additional lift in fraud detection.
- · OFAC name screen (optional) is designed to screen an applicant's name against an enhanced U.S. Treasury Department's Office of Foreign Assets Control (OFAC) database of specially designated nationals (SDNs), drug traffickers and money launderers.



#### MODEL PROFILE (OPTIONAL)

```
M O D E L PR OFILE

***VANTAGESCORE ALERT:

***TRANSUNION BANKRUPTCY MODEL:
                                                                           * * * A L E R T * * *
SCORE +590: TK, 52, RF, 10 SCORECARD: 02 ***
SCORE +533: 24, 07, 15, 08 ***
```

Displays empirically derived scores to help predict a consumer's future credit performance. Other available scores predict likelihood of bankruptcy, project recovery dollars, predict insurance risk, etc. Risk score factors are displayed numerically or in text, and are displayed in order based on their relative impact on the final score.

\*\*\*ALERT\*\*\* appears after Model Profile heading when Manner of Payment (MOP) is 7 or greater, or when a negative public record or a collection is present on the file.

#### **CREDIT SUMMARY (OPTIONAL)**



```
MORTGAGE
                                             $1128
```

Provides a "snapshot" of activity on the consumer's credit report.

- · Available as an option covering either total file history or 12-month file history.
- "Total File History" or "12-Month History" is in the upper right hand corner of the credit summary corresponding to the option chosen.

#### From left to right, headers in the first row read as follows:

- PR: Total number of public records
- · COL: Total number of collection accounts transferred to a third-party collection agency. These accounts are identified with a Kind of Business (KOB) code of "Y".
- · **NEG**: Total number of negative accounts (derogatory) with a current Manner of Payment (MOP) of 2 or greater.
- · HSTNEG: There are two separate pieces of information in this field. Both relate to historical negative information on a tradeline. Historical negative information is defined as any Manner of Payment (MOP) of 2 or greater, occurring in any month (excluding current month). The first half of this field describes the number of tradelines which have historical negative information and the second half describes the number of occurrences.
- TRD: Total number of trades. TRD value is the sum of RVL. INST. MTG and OPN values.
- RVL: Total number of revolving and/or line of credit accounts (account types "R" and "C")

- INST: Total number of installment accounts (account type "I") MTG: Total number of mortgage accounts (account type "M") OPN: Total number of open accounts (account type "O")
- · INQ: Total number of inquiries

#### From left to right, headers on the second row read as follows:

- · HIGH CRED: Highest amount ever owed on an account
- · CRED LIM: Maximum credit amount approved by credit grantor
- BALANCE: Balance owed as of the date verified.
- · PAST DUE: Amount past due as of the date verified
- · MNTHLY PAY: Subscriber-reported monthly payment from the "TERMS" field on the account
- **AVAILABLE:** Percent of credit available for revolving, check credit and open accounts. Field is calculated by subtracting balance from credit limit divided by credit limit.
- TOTALS: Totals for second row headers are included for: Revolving, Installment and Mortgage Accounts (Open Accounts and Accounts Closed with a Balance are not shown on sample report)



#### **PUBLIC RECORDS**



```
6/08
```

Public record information is maintained on a consumer's file in compliance with the Fair Credit Reporting Act (FCRA). This information is obtained from county, state and federal courts, and includes civil judgments, state tax liens, federal tax liens, and bankruptcies. The length of time each record is held on TransUnion's database varies by the type of record.

TYPICAL RETENTION PERIOD	S (MAY VARY BY STATE)
Civil judgments	Seven years
Unpaid tax liens	Ten years
Paid tax liens	Seven years from date paid
Chapter 7, 11 or 12 bankruptcies	Ten years
Chapter 13 bankruptcy filings	Ten years
Chapter 13 bankruptcy dismissal or discharges	Seven years
Bankruptcies voluntarily dismissed	Seven years

#### **COLLECTIONS**



	I O N S						
UBNAME	SUBCODE	ECOA	OPENED	CLOSED	\$PLACED	CREDITOR	MOP
CCOUNT#			VERIFIED		BALANCE	REMARKS	
DVANCED COL	Y 999C004	Т	5/05		\$2500	ABC BANK	0.9B
2345	1 9990004	1	4/10A		\$2500	ABC BANK	098

Identifies consumer accounts that have been placed with a professional debt-collecting firm. Collection information includes the name of the collection agency providing information, consumer's account number with the collection agency and TransUnionassigned reporting subscriber number (all collection agency subcodes begin with a "Y").

Also included are the Equal Credit Opportunity Act (ECOA) designator,\*\* date the information was verified along with an indicator code,\*\* date the item was turned over to a collection agency (shown as date opened). Also included are original dollar amount of collection, the balance owed as of date verified or closed, name of the original creditor, and an explanation of current account status as reported by the collection agency.



<sup>\*\*</sup> See the Credit Report Codes page of this brochure for more details

#### **TRADES**



FRADES SUBNAME ACCOUNT#	SUBCODE	OPENED VERIFIED	HIGHCRED CREDLIM	TERMS PASTDUE	MAXDELQ AMT-MOP		1-12 13-24	MOP
ECOA COLLATRL	/LOANTYPE	CLSD/PD	BALANCE	REMARKS		MO	30/60/90	
ABC BK 9876543210 I AUTOMOBIL:	в 6781001 Е	8/08 5/10A	\$16.9K \$16.9K \$12.9K	\$1128	1/10 \$1410 05 IN DISPUTE	4455432111 11111111 20	11 1/ 1/ 5	I05
ABC RETAILER 1234567890 I /CREDITCA		2/07 5/10A	\$9.6K \$16.7K \$5.2K	MIN200	12/07 \$230 03	1111111111 11111111111 29		R01
ABC MORTGAGE 1112223333 CONVENTION	Q 1111111 ONAL MORTGA	11/04 5/10A	\$232.5K \$173.2K	360M1470		1111111111 11111111111 48		M01
ABC DEPARTMENT L23123123123 CREDITCA	D 7654321	12/09 5/10A	\$500 \$1500 \$150	MIN25		11111	0/ 0/ 0	R01

Provides a historical and current record of the consumer's buying and payment activities.

- · Trades are available sorted by most derogatory, followed by date verified or vice-versa.
- · Payment pattern is available displaying either 12 or 24 months.

#### Trade information includes the following:

- · SUBNAME: Abbreviated name of credit grantor/data furnisher with whom consumer has an account
- · ACCOUNT#: Consumer's account number with the credit grantor (for consumer protection reasons, partial or truncated account numbers are displayed within the tradelines)
- **ECOA**: ECOA is a code representing the ownership designation on the account\*\*
- **SUBCODE**: Credit grantor's Kind of Business (KOB) designator and TransUnion-assigned reporting subscriber number\*\*
- · COLLATRL/LOANTYPE: Type of loan
- · OPENED: Date the account was opened
- · **VERIFIED**: Date of last update on the account\*\*
- CLSD/PD: Date the account was closed or paid\*\*
- · HIGHCRED: Highest amount ever owed by the consumer on that account
- **CREDLIM:** Maximum amount of credit approved by credit grantor

- · BALANCE: Balance owed as of date verified
- TERMS: Minimum required payment or number of payments, payment frequency and dollar amount agreed upon
- · PASTDUE: Amount past due as of date verified
- · REMARKS: If applicable, this field is used by data furnishers to further explain a special condition related to this account
- · MAXDELQ: Date on which the maximum level of delinquency for that account occurred
- AMT-MOP: Dollar amount of consumer's maximum delinquency and the Manner of Payment (MOP) rating at the time
- PAYPAT: The subject's payment pattern with his/ her actual rating or Manner of Payment (MOP) over a period of time. Depending on which option a customer chooses either 24 months or 12 months of information will be shown. The default setting is 24 months. The first position on the left of the first row corresponds to the account status of the previously verified month. This will not correspond to the Manner of Payment (MOP) field, which represents the most recently reported account status, usually the current month on open or active trades. Each subsequent position to the right corresponds to one month further back in time.



#### TRADES (CONTINUED)

In the first example below, the first half of the PAYPAT field is 445543211111. The first position indicates the information reported one month prior to verified date (MOP=4):

MANNER OF PAYMENT (MOP)					
One month ago	MOP = 4				
Two months ago	MOP = 4				
Three months ago	MOP = 5				
Four months ago	MOP = 5 etc.				

• MO 30/60/90: The four parts of this field summarize the reported delinquency on the account. The first column represents the number of months being summarized, up to 48 months. The second, third, and fourth columns equal the number of times the subject has been 30, 60, or 90 days delinquent, respectively.

When a tradeline is reported as "charged-off" (MOP 07 or greater), the payment pattern is removed. In the first example, this field equals 20 1/1/5. This means that 20 months of data was reviewed. The subject was 30 days past due one time, 60 days past due one time, and 90 or more days past due five times.

· MOP: Type of Account (R, I, M, O, C) and Manner of Payment (MOP) code at which the account is currently reported\*\*

#### **INQUIRIES**



Displays which companies viewed the consumer's credit file over the last two years. Includes date the inquiry occurred, and the inquiring subscriber's TransUnion-assigned member number and name.

- · Available in a one- or two-column display
- · If two columns are requested, inquiries are displayed either left to right or top to bottom, by date

<sup>\*</sup> See the Credit Report Codes page of this brochure for more details

#### **CONSUMER STATEMENT**



C O N S U M E R S T A T E M E N T #HK#EFCRA EXTENDED FRAUD ALERT: ACTION MAY BE REQUIRED UNDER FCRA BEFORE OPENING OR MODIFYING AN ACCOUNT.

Contains an explanation of facts or conditions affecting the credit file as requested by the consumer.

This section may also include statements to protect consumers against fraud.

#### INQUIRY ANALYSIS (OPTIONAL)



Returns the contact information provided by the consumer when applying for credit within the previous 90 days.

Information returned will include the consumer's name and current address, and potentially the consumer's previous address, telephone number, and employment.

#### **CREDIT REPORT SERVICED BY**



C R E D I T R E P O R T S E R V I C E D B Y : TRANSUNION CONSUMER RELATIONS 800-888-4213 2 BALDWIN PLACE, P.O. BOX 1000, CHESTER, PA 19022 HTTP://WWW.TRANSUNION.COM/MYOPTIONS

This information should be used to provide contact information to consumers in the event of an adverse action.



Call us at 844-245-4071 or visit www.transunion.com.

