

**The Trans Union Credit Report  
Training Guide**



# Credit Report

1 G0i duncan,elizabeth\*2 9932,woodbine,chicago,il,60693\*3 555,e,jackson,st,cleveland,oh,44123\*5 002-02-2222\*\*

1A <FOR> <SUB NAME> TRANS UNION CREDIT REPORT <MKT SUB> <INFILE> <DATE> <TIME>  
(1) D248 ABC DEPT STORE 06 CH 4/74 2/15/99 09:36CT

2 <SUBJECT> DUNCAN, ELIZABETH 2A <SSN> 001-01-0418 2B <BIRTH DATE> 2/50  
<ALSO KNOWN AS> COOK, ELIZABETH 2C <TELEPHONE> (555)555-5555

<CURRENT ADDRESS> 9932 WOODBINE, #9B, CHICAGO, IL. 60693 <DATE RPTD> 1/98  
<FORMER ADDRESS> 10 N. CAMINO, OAKLAND, CA. 94583 4/96

<CURRENT EMPLOYER AND ADDRESS> <POSITION> <INCOME> <VERF> <RPTD> <HIRE>  
MARRIOTT HOTELS CONCIERGE 32500Y 3/98 3/98 3/95  
8638 GRAND, ANYTOWN, IL.

### SPECIAL MESSAGES

3 \*\*\*TRANS-ALERT: INPUT SSN DOES NOT MATCH FILE SSN\*\*\*  
4 \*\*\*HAWK-ALERT: INPUT SSN NOT ISSUED BY SOCIAL SECURITY ADMINISTRATION  
FILE SSN ISSUED: 1936 - 1950; ST: NH\*\*\*  
\*\*\*CONSUMER STATEMENT: SEE END RPT\*\*\*

MODEL PROFILE 7 \* \* \* A L E R T \* \* \*  
5 \*\*\*EMPIRICA ALERT: SCORE 6 +550: 14, 38, 39, 40 \*\*\*

CREDIT SUMMARY \* \* \* T O T A L F I L E H I S T O R Y  
8 PR=2 9 COL=1 10 NEG=1 11 HSTNEG=1-6 12 TRD=2 13 RVL=1 14 INST=1 15 MTG=0 16 OPN=0 17 INQ=2  
18 HIGH CRED 19 CRED LIM 20 BALANCE 21 PAST DUE 22 MONTHLY PAY AVAILABLE 23 90%  
REVOLVING: \$500 \$1000 \$100 \$ \$20  
INSTALLMENT: \$16.0K \$ \$12.4K \$1974 \$282  
24 TOTALS: \$16.5K \$1000 \$12.5K \$1974 \$302

### PUBLIC RECORDS

SOURCE	DATE	LIAB	ECO	ASSETS	PAID	DOCKET#
TYPE			COURT LOC			ATTORNEY
Z 4932059	10/98R	\$13.0K	C	\$0		93B38521
CHAPTER 7 BANKRUPTCY			CHICAGO, IL			D. WINSLOW
ZP5027011	1/98R	\$3128I			6/98	98M987654
PAID CIVIL JUDGMENT						WILLIAMS

### COLLECTIONS

SUBNAME	SUBCODE	ECO	OPENED	CLOSED	\$PLACED	CREDITOR	MOP
ACCOUNT#			VERIFIED		BALANCE	REMARKS	
ADVANCED COL	Y 999C004	I	5/95	5/95F	\$2500	ABC BANK	09P
12345			4/98A		\$1000	MAKING PAYMENTS	

### TRADES

SUBNAME	SUBCODE	OPENED	HIGHCRED	TERMS	MAXDELQ	PAYPAT	1-12	MOP
ACCOUNT#		VERIFIED	CREDLIM	PASTDUE	AMT-MOP	PAYPAT	13-24	
29 ECOA 31 COLLATRL/LOANTYPE		34 CLSD/PD	37 BALANCE	40 REMARKS		45 MO	30/60/90	
AMERICAN BK	B 6661001	7/97	\$16.0K	60M282	11/98	545543211111		I05
9876543210		2/99V		\$1974	\$1974 05	11111111		
I AUTOMOBILE			\$12.4K	*CONTACT	SUBSCRIBER	20V 1/ 1/ 5		
FILENES	D 3847002	3/97	\$500	MIN20		111111111111		R01
2212345678		2/99A	\$1000			111111111111		
C /CREDITCARD			\$100			24A 0/ 0/ 0		

### INQUIRIES

DATE	SUBCODE	SUBNAME	DATE	SUBCODE	SUBNAME
2/15/99	DCH248	ABC DEPT STORE	3/7/98	BPH9999	TEST BANK

48 CONSUMER STATEMENT  
#HK# THIS CONSUMER HAS BEEN A VICTIM OF FRAUD. CALL CONSUMER DIRECTLY AT 555-555-5555  
BEFORE ISSUING CREDIT.

49 END OF CREDIT REPORT - SERVICED BY :  
TRANS UNION  
PO BOX 390, SPRINGFIELD, PA. 19064

# Trans Union Credit Report Codes

## ECOA (Equal Credit Opportunity Act) Inquiry and Account Designators

- A** Authorized user of shared account
- C** Joint contractual liability
- I** Individual account for sole use of customer
- M** Account for which subject is liable, but co-signer has liability if the maker defaults
- P** 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
- T** Relationship with account terminated
- U** Undesignated
- X** Deceased

## Type of Account

- O** Open Account (30, 60 or 90 days)
- R** Revolving or Option
- I** Installment
- M** Mortgage
- C** Check credit (line of credit)

## Date Indicators

- A** Automated
- C** Closed
- D** Declined
- F** Repossessed/Written Off/Collection
- I** Indirect
- M** Manually Frozen
- N** No Record
- P** Paid Out
- R** Reported
- S** Slow Answering
- T** Temporarily Frozen
- V** Verified
- X** No Reply

## MOP Current Manner of Payment

- 00** Not rated, too new to rate, or approved but not used
- 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
- 8D** Legal repossession
- 8P** Paying or paid account with MOP 08
- 8R** Repossession; redeemed
- 09** Charged off to bad debt
- 9B** Collection account
- 9P** Paying or paid account with MOP 09 or 9B
- UC** Unclassified
- UR** Unrated

## Kind of Business Classifications

- A** Automotive
- B** Banks and S&L
- C** Clothing
- D** Department, Variety and Other Retail
- E** Employment
- F** Finance, Personal
- G** Groceries
- H** Home Furnishings
- I** Insurance
- J** Jewelry, Cameras and Computers
- K** Contractors
- L** Lumber, Building Material, Hardware
- M** Medical & Related Health
- N** Credit Card and Travel/Entertainment Companies
- O** Oil Companies
- P** Personal Services Other Than Medical
- Q** Finance Companies, Other Than Personal Finance Companies
- R** Real Estate and Public Accommodations
- S** Sporting Goods
- T** Farm and Garden Supplies
- U** Utilities and Fuel
- V** Government
- W** Wholesale
- X** Advertising
- Y** Collection
- Z** Miscellaneous

## A Confidential Report— for Internal Use Only

*The information contained herein is intended for the exclusive use of the inquirer based upon his representation that the inquiry is for a legitimate permissible purpose as defined in the Fair Credit Reporting Act. All information has been obtained from sources reasonably believed to be reliable, but the accuracy of which is not guaranteed. The inquirer agrees to indemnify and hold harmless the reporting bureau from any damages arising out of any improper use of this information, and it is furnished in reliance on that indemnity. The inquirer agrees to hold all information contained herein in strict confidence, and not to reveal it to anyone, including the subject of the report except as required by state law.*

Your local Trans Union bureau is:



555 West Adams Street • Chicago, Illinois 60661

 A member of The Marmon Group of companies



# Trans Union Credit Report Fields

## 1 Inquiry Information

Subscriber inquiry information is displayed at the top of the report.

**1A** On every Trans Union Credit Report the inquiring subscriber's Trans Union-assigned code, name, market area where the file resides within the Trans Union system, date the file was created, and inquiry date and time (central time zone) of the inquiry are displayed.

## 2 Demographic Information

Helps verify consumer identification by providing:

- Consumer's name, plus any known aliases.
- Current address and date reported.
- Up to two previous addresses, date reported on first previous address.
- If available, telephone number, and most current and one previous employer (including addresses, position, income and date employment was verified, reported and/or hired).

**2A** Social security number if available.

**2B** Date of birth if available.

**2C** Phone append.

## Special Messages

Highlights specific credit file conditions that may include:

- Suspected **fraud**, as indicated by TRANS ALERT or HAWK.
- Presence of consumer statement.
- No subject found.

- 3** A TRANS-ALERT message appears when the input address, SSN or surname does not match what is on file; or when a minimum of four inquiries have been made against the file within the last 60 days.
- 4** HAWK messages (optional) appear if address, SSN or phone number have been used in suspected fraudulent activity; or if the information is inappropriate on an application, 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. For more information about HAWK, request a HAWK product brochure and/or a HAWK message guide from your sales representative.

## Model Profile

Displays unbiased predictive scores to project a consumer's future credit risk. Other scores available estimate income, project recovery dollars and predict insurance risk.

**5** **\*\*\*EMPIRICA\*\*\*** is a risk model that predicts the likelihood of a consumer becoming delinquent within 24 months.

**6** Risk score factors are displayed numerically or in text. Up to four factors are disclosed with EMPIRICA, HORIZON, NEW DELPHI, PATROL and ASSIST. These factors are displayed in order based on their relative impact on the final score. For more information, request a factor sheet from your sales representative.

**7** **\*\*\*ALERT\*\*\*** appears after model profile heading when MOP 7 or greater, a negative public record or a collection is present on the file.

## Credit Summary

Provides a "snapshot" of all 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 depending on the option chosen.

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

- 8** Total number of public records.
- 9** 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".
- 10** Total number of negative accounts (derogatory) with a **current** Manner of Payment (MOP) 2 or greater.
- 11** 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 except the most recently reported 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.
- In this example, the HSTNEG field is 1-6. The only tradeline with any delinquency information is the first trade. The payment pattern is 54554321111111111111. To calculate HSTNEG, exclude the most current month (MOP=5). Then simply count the remaining number of positions with a value greater than one. In this example, there are six occurrences (values 4, 5, 5, 4, 3, and 2).
- 12** Total number of trades. TRD value is the sum of RVL, INST, MTG and OPN values.
- 13** Total number of revolving and/or check credit accounts (account types "R" and "C").
- 14** Total number of installment accounts (account type "I").
- 15** Total number of mortgage accounts (account type "M").
- 16** Total number of open accounts (account type "O").
- 17** Total number of inquiries.

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

- 18** Highest amount ever owed on an account.
- 19** Maximum credit amount approved by credit grantor.
- 20** Balance owed as of the date verified.
- 21** Amount past due as of the date verified or closed.
- 22** From the "TERMS" field on the account; subscriber-reported monthly payment.
- 23** Percent of credit available for revolving, check credit and open accounts. Field is calculated by subtracting balance from credit limit divided by credit limit.
- 24** Totals for second row headers are included for: Revolving and Installment Accounts (Mortgage, Open and Closed with balance accounts not shown on sample report).

*\*Note: Fields with dollar amounts will display K=Thousands, M=Millions.*

# Trans Union Credit Report Fields

## 25 Public Records

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 Trans Union's database varies by the type of record:

- Civil judgements—seven years
- Unpaid tax liens—indefinite
- 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

## 26 Collections

Identifies consumer accounts that have been transferred to a professional debt-collecting firm.

Collection information includes the name of the collection agency providing information, consumer's account number with the collection agency, collector's Kind-of-Business designators and Trans Union-assigned reporting subscriber number (all collection agency subcodes begin with a "Y"), the ECOA designator (see the "codes page" for more details), date the amount was charged off by the original creditor, date the information was verified along with an indicator code (see the "codes page" for more details), date the item was turned over to a collection agency, 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.

## Trades

Provides an on-going 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:

- 27 Abbreviated name of credit grantor with whom consumer has an account.
- 28 Consumer's account number with the credit grantor.
- 29 ECOA is a code representing the person(s) responsible for paying this debt. ECOA stands for Equal Credit Opportunity Act.
- 30 Credit grantor's Kind-Of-Business designator and Trans Union-assigned reporting subscriber number (see the "codes page" for more details).
- 31 Collateral for an installment loan or type of loan.
- 32 Date the account was opened.
- 33 Date of last activity on the account (see the "codes page" for more details).
- 34 Date an account was closed or paid out.
- 35 Highest amount ever owed by the consumer on that account.
- 36 Maximum amount of credit approved by credit grantor.
- 37 Balance owed as of date verified or closed.
- 38 Number of payments, payment frequency, and dollar amount agreed upon.
- 39 Amount past due as of date verified or closed.
- 40 Explanation of dispute or account credit condition, as reported by the credit grantor.

- 41 Date on which the maximum level of delinquency for that account occurred.

- 42 Dollar amount of consumer's maximum delinquency and the Manner of Payment rating at the time.

43/44 PAYPAT: The subject's payment pattern, which is his/her actual rating, or Manner of Payment, 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 most recently reported month (and will correspond to the MOP field). Each subsequent field to the right corresponds to one month further back in time.

In the first example, the first half of the PAYPAT field is 545543211111. The most recently reported information is in the first position (MOP = 5). The next position indicates the information reported one month ago:

Current month—MOP = 5      Three months ago—MOP = 5  
One month ago—MOP = 4      Four months ago—MOP = 4  
Two months ago—MOP = 5      Etc.

- 45 30/60/90 DAY COUNTER: The four parts of this field summarize any delinquency on the account. The first column represents the number of months being summarized. The second, third, and fourth columns equal the number of times the subject has been 30, 60, or 90 days delinquent, respectively.

In the first example, this field equals 20V 1/ 1/5. This means that 20 months' 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.

- 46 Type of account (R, I, M, O, C) and Manner of Payment code at which the account is currently reported. See the "codes page" for more details.

## 47 Inquiries

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

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

## 48 Consumer Statement

Contains consumer's explanation, in his/her own words, of facts or conditions affecting his/her credit file.

## 49 "Report Serviced By"

Identifies the Trans Union bureau owning or servicing the credit report. This information directs consumers to the appropriate location.

## Fields Not Displayed in Sample Report

Miscellaneous Statements may appear at the end of the report to provide relevant information that does not meet criteria for inclusion in other sections.

LOOK™ decodes all tradelines, collections, public records and inquiries, thereby automatically placing subscribers' names, addresses and telephone numbers at your fingertips. For more information about LOOK, request a LOOK/LOOKUP product brochure from your sales representative.