

the BASICS of CREDIT REPORTS

WHAT IS A CREDIT REPORT?

A credit report is a detailed record of how you've managed your credit over time. The more positive information you have in your credit report, the better your credit options will be.

HOW IS MY CREDIT REPORT USED?

Credit reports help a business decide whether to provide you with credit and how much you will pay for it or to see if you qualify for a job or to rent a home. Credit reports are also often pulled when you apply to:

- Set up utility accounts
- Borrow money
- Buy insurance

WHAT SHOULD I CHECK ON MY CREDIT REPORT?

Use the checklist on page 2 to review each section of your credit report. Do this for each credit report you get: Then, keep the completed checklist with your credit report.

HOW DO I GET MY CREDIT REPORT?

You can get a free copy of your credit report from each of the three major consumer credit reporting agencies — Equifax, Experian and TransUnion — every week. Request all three reports at once or order one report at a time.



FIXING MISTAKES on your CREDIT REPORT

FIND ANY ERRORS?

Your credit report gives directions on how to submit a dispute and get the info corrected. You will contact the credit bureau and the business reporting it.

DID YOU KNOW?

You can dispute online! Each credit bureau's website has a process to submit disputes.

EXPERIAN

Online: experian.com

Phone: (888) 397-3742

TRANSUNION

Online: transunion.com

Phone: (800) 680-7289

EQUIFAX

Online: equifax.com

Phone: (800) 685-1111



Are you a victim of identity theft? Contact our Identity Theft Unit at (800) 922-1594 or consumer.sc.gov.

CREDIT REPORT CHECKLIST

TODAY'S DATE:

REPORT FROM:

- | | |
|--|--|
| 1. Is your name correct? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. Is your Social Security number correct? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. Is your current address correct? Is your current phone number correct? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. Are the previous addresses they have listed for you correct? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 5. Is your marital status listed correctly? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 6. Is the employment history they have listed for you accurate? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 7. Is everything listed in the personal information section correct? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 8. Is there anything listed in the public record information?
Is it correct? <i>Highlight the information you think may not be correct.</i> | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 9. Are the accounts on the list still open? <i>Review each item under the credit account section.</i> | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 10. Are all of the current balances correct? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 11. Are accounts where you are an authorized user or joint owner listed? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 12. Are zero balances recorded for debts discharged in bankruptcy?
For debts paid in full? | <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> YES <input type="checkbox"/> NO |
| 13. Are you listed as a co-signer on a loan?
Is this correct? | <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> YES <input type="checkbox"/> NO |
| 14. Are accounts that you closed listed as "closed by the consumer?" | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 15. Is negative information reported on each credit account correct?
<i>Look for late or missed payments and other defaults. Highlight items you think are not correct.</i> | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 16. Are any accounts listed more than once? <i>Check to make sure the same account is not listed multiple times in the collections section.</i> | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 17. Is old negative information still being reported? <i>If yes, highlight the information. In most cases, negative info that is more than 7-years-old and bankruptcies more than 10-years-old cannot be report-</i> | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 18. Do you suspect that you have been the victim of identity theft after reviewing your credit reports? <i>Contact DCA's ID Theft Unit.</i> | <input type="checkbox"/> YES <input type="checkbox"/> NO |

Your credit report contains a lot of personal and financial information. Be sure to keep any hard copies in a safe and secure place. If you do not want to hang on to your credit reports, shred them.