

TSSA APPLICATION REVIEW CHECKLIST

APPLICANT NAME:

DATE RECEIVED:

<u>QUESTION:</u>	<u>Response Received:</u>	<u>Question Complete:</u>
All portions of application complete, all questions answered or "N/A".	☐	☐
Question 1 The applicant and all DBAs are registered with the Ohio Secretary of State or justification for lack of registration provided.	☐	☐
Question 2 – [See RC 4719.02(B)(14)] All portions of the questions are complete; all questions are answered or "N/A".	☐	☐
Question 3 – [See RC 4719.02(B)(9)] All portions of the questions are complete; all questions are answered or "N/A".	☐	☐
Question 4 – [See RC 4719.02(B)(2)] All portions of the questions are complete; all questions are answered or "N/A".	☐	☐
Question 5 – [See RC 4719.02(B)(3)] All portions of the questions are complete; all questions are answered or "N/A".	☐	☐
Question 6A-H – [See RC 4719.02(B)(4)-(8), (15)] All portions of the questions are complete; all questions are answered or "N/A".	☐	☐
No portion of the response requires further explanation.	☐	☐
Question 7 – [See RC 4719.02(B)(12)] The phone numbers listed in Question 7 match the following phone numbers:		
Main number given by the Applicant in contact info page 1	☐	☐
Telephone Scripts	☐	☐
Notice of Cancellation or Written Confirmation	☐	☐
Sales Literature	☐	☐
Company Website, if applicable	☐	☐

Question 8 – [See RC 4719.02(B)(20)] All portions of the questions are complete; all questions are answered or “N/A”.	☐	☐
Question 9 – [See RC 4719.02(B)(16)(b), (16)(a)-(c)] All portions of the questions are complete; all questions are answered or “N/A”.	☐	☐
If applicable, all partnership agreements are provided.	☐	☐
If applicable, all articles and bylaws are provided.	☐	☐
Question 10 – [See RC 4719.02(B)(11)] All addresses have been provided.	☐	☐
The Applicant has designated locations as whether the location receives mail or is a mail drop only.	☐	☐
Question 11A-B – [See RC 4719.02(B)(10), (16)(a)-(c)] If applicable, all relevant information has been provided for any parent, affiliate, or other related entity.	☐	☐
If applicable, all partnership agreements are provided.	☐	☐
If applicable, the date organized and in which state are provided.	☐	☐
If applicable, all articles and bylaws are provided.	☐	☐
Question 12A-B – [See RC 4719.02(B)(12), (16)(a)-(c)] If applicable, all relevant information has been provided for any related responsible entity.	☐	☐
If applicable, all partnership agreements are provided.	☐	☐
If applicable, the date organizes and in which state are provided.	☐	☐
If applicable, all articles and bylaws are provided.	☐	☐
Question 13 – [See RC 4719.02(B)(13)(a)] If applicable, the following has been provided for each officer, director, trustee, general partner, limited partner, sole proprietor, and/or owner :		
Name	☐	☐
Office Held	☐	☐
Address of the Residence	☐	☐
Driver’s License Number	☐	☐
State of Issuance	☐	☐
Date of Birth	☐	☐
Question 14 – [See RC 4719.02(B)(13)(b)] If applicable, the following has been provided for each individual who has management responsibilities connected to the business (not disclosed in Q13).		
Name	☐	☐
Office Held	☐	☐
Address of the Residence	☐	☐
Driver’s License Number	☐	☐
State of Issuance	☐	☐
SSN	☐	☐
Date of Birth	☐	☐

Specific Management Responsibilities	☐	☐
Question 15 – [See RC 4719.02(B)(13)(b)] If applicable, the following information has been provided for each person in charge even if they have already been named in Q13 or Q14.		
Name	☐	☐
Address of the Residence	☐	☐
Driver's License Number	☐	☐
State of Issuance	☐	☐
SSN	☐	☐
Date of Birth	☐	☐
Address of the location of which they are in charge	☐	☐
Question 16 – [See RC 4719.02(B)(13)(c)] The name, office held, address of the residence, ownership interests, driver's license number, state of issuance, SSN, and date of birth have been provided for each solicitor.		
Name	☐	☐
Address of the Residence	☐	☐
Driver's License Number	☐	☐
State of Issuance	☐	☐
SSN	☐	☐
Date of Birth	☐	☐
Question 17A-E – [See RC 4719.02(B)(17)-(19)] If applicable, all portions of the questions are complete; all questions are answered or "N/A".	☐	☐
Question 18A-G – [See RC 4719.05] If applicable, the following have been provided:		
Description of the item	☐	☐
Item's verifiable market value and the basis for evaluation	☐	☐
All terms and conditions the purchaser must satisfy in order to receive the item	☐	☐
If ascertainable, the odds of receiving the item	☐	☐
If not ascertainable, all of the factors and methods used to calculate the odds	☐	☐
Describe the manner in which the solicitor decides which item to give the purchaser	☐	☐
File containing the name, address, and telephone number of each person that has received each gift, award, or prize over the previous 12 months	☐	☐
Question 19A – [See RC 4719.02(B)(21), 4719.06] All scripts have been submitted, or a notarized statement stating that scripts are not used has been submitted.	☐	☐
In the first 60 seconds, the script discloses:		
States the solicitor's or salesperson's true name and the company on whose behalf the solicitation is being made	☐	☐
States the purpose of the call is to effect a sale	☐	☐
Identifies the goods or services being sold	☐	☐
Before requesting payment, the solicitor or salesperson informs the purchase of the rights granted under R.C. 4719.07	☐	☐

Before requesting payment, the solicitor or salesperson informs the purchaser of:		
Address and telephone number of the solicitor	☐	☐
Total cost to purchase, receive, or use	☐	☐
Quantity of any goods or services that are subject to the solicitation	☐	☐
All material terms and conditions regarding refunds, cancellations, or use	☐	☐
Terms and conditions for prize promotions	☐	☐
The terms in the script accurately reflect those in the terms and conditions disclosed in Q19.	☐	☐
All material terms and conditions are disclosed in the script	☐	☐
Question 19B – [See RC 4719.02(B)(22)] All literature has been provided, including verification of employee training regarding Federal DNC regulations.	☐	☐
Question 19C – [See RC 4719.07] All transaction documents/literature have been provided that will be provided to the purchaser.	☐	☐
A written notice of confirmation has been submitted with:		
The name of the solicitor	☐	☐
The solicitor's certificate of registration number	☐	☐
The address and telephone number of the solicitor	☐	☐
An itemized list of prices or fees, including shipping and handling	☐	☐
The date of the transaction	☐	☐
A detailed description of the goods or services	☐	☐
All material terms and conditions of the refund policy	☐	☐
A duplicate copy to be retained by the purchaser	☐	☐
If applicable, detailed description of prize(s)	☐	☐
Min. 12 point font specific to language as in 4719.07(F)(10)	☐	☐
OR		
A written notice of cancellation has been submitted with (note: cannot be used for prize promotions):		
The name of the solicitor	☐	☐
The solicitor's certificate of registration number	☐	☐
The address and telephone number of the solicitor	☐	☐
An itemized list of prices and fees, including shipping and handling	☐	☐
The date of the transaction	☐	☐
A detailed copy to be retained by the purchaser	☐	☐
Bold font specific language as in R.C. 4719.07(H)(4)(g)	☐	☐
Question 19D – [See RC 4719.02(B)(22)] All policies and procedures regarding complying with the TCPA and TSR, particularly with respect to do-not call provisions, or has stated why the applicant is not required to comply.	☐	☐
Question 19E – [See RC 4719.02(B)(22)] All portions of the question are complete; all questions are answered or "N/A".	☐	☐

Question 20 – [See RC 4719.04] All portions of the questions are complete; all questions are answered or “N/A”.	☐	☐
The bond is in favor of any person, and of the state for the benefit of any person	☐	☐
The bond is in the amount of at least \$50,000	☐	☐
The bond is maintained and in effect for at least two years after the date on which the solicitor ceases to engage in solicitations	☐	☐

Additional comments: