

**WAC 208-630-505 What process must I follow when a borrower pays off a small loan, or makes a payment toward an installment plan, with cash?** You must prepare a receipt with information that includes, but is not limited to, the date of the payment, the borrower's name, the amount of cash received, an indication that the payment was made in cash, an indication that the payment was made on a loan or towards an installment plan, and an authorized signature, stamp, or other authenticating mark confirming you received the payment.

[Statutory Authority: RCW 43.320.040, 31.45.200, and 2009 c 510. WSR 09-24-089, § 208-630-505, filed 12/1/09, effective 1/1/10. Statutory Authority: RCW 43.320.040. WSR 07-23-094, § 208-630-505, filed 11/20/07, effective 12/21/07.]