



# CT Consumer Collection Agency License Surrender Checklist (Company)

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## CHECKLIST SECTIONS

- [General Information](#)
- [Requirements Completed in NMLS](#)
- [Requirements Submitted Outside of NMLS](#)

## GENERAL INFORMATION

### Instruction

1. File the surrender request through NMLS not later than **15 days** after the date a licensee ceases to engage in consumer collection activity in this state for any reason.
2. There is no fee to surrender.
3. No surrender shall be effective until accepted by the Commissioner.
4. Prerequisite for surrender – see checklist below.
5. We may request additional information upon review of your surrender; watch your email for such requests.

### Helpful Resources

- [Company License Surrender Requests Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

### Agency Contact Information

Contact Consumer Credit staff by phone at (860) 240-8225 or send your questions via email to [dob.ccl@ct.gov](mailto:dob.ccl@ct.gov) for additional assistance.

### For U.S. Postal Service & Overnight Delivery:

Connecticut Department of Banking  
Consumer Credit  
260 Constitution Plaza  
Hartford, CT 06103-1800

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

NMLS ID Number		
Licensee Legal Name		
REQUIREMENTS COMPLETED IN NMLS		
Complete	CT Consumer Collection Agency License	Submitted via...
<input type="checkbox"/>	<b>Submission of Surrender Request through Company Form (MU1):</b> Request the surrender of the license through NMLS. See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions.	NMLS
Note	<b>Written Notice of Termination:</b> You will satisfy this requirement when you request surrender on NMLS of the main office and all associated branch licenses. No surrender shall be accepted prior to <b>30 days</b> after the last-tendered surrender.	NMLS
<input type="checkbox"/>	<b>Satisfaction of Conditions Required for Termination of Business:</b> No surrender request submitted to terminate the business of a third party consumer collection agency shall be accepted unless the conditions set forth in Section 36a-809-16 of the Regulations of Connecticut State Agencies have also been satisfied. Please provide the following via email to <a href="mailto:dob.ccl@ct.gov">dob.ccl@ct.gov</a> : <ul style="list-style-type: none"> <li>• Evidence of client letters that were mailed to clients giving them at least thirty days' notice of your intent to terminate your business, along with detailed final accountings of all debtor accounts;</li> <li>• Evidence that all money held in escrow (sole and exclusive of earned fees) has been remitted to each client; and</li> <li>• Evidence that all papers, documents, and other property of clients have been returned to each respective client.</li> </ul>	Email to Connecticut Department of Banking
REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	CT Consumer Collection Agency License	Submitted via...
<input type="checkbox"/>	<b>Outstanding Fees:</b> Submit payment for any outstanding compliance examination fees owed to the Connecticut Department of Banking. Payment should be submitted directly to the department with checks to be made payable to: "Treasurer, State of Connecticut."	Mail to Connecticut Department of Banking