



# WY Collection Agency Branch License Surrender Checklist (Branch)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. We may request additional information upon review of your surrender; watch your email for such requests.

### Help Resources

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

### Agency Contact Information

Contact Wyoming Division of Banking licensing staff by phone at (307) 777-3497 or send your questions via email to [wycollectionagencyboard@wyo.gov](mailto:wycollectionagencyboard@wyo.gov) for additional assistance.

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

Wyoming Department of Audit  
Collection Agency Board  
2300 Capitol Avenue, 2<sup>nd</sup> Floor  
Cheyenne, WY 82002

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	WY Collection Agency Branch License	Submitted via...
<input type="checkbox"/>	<b>Submission of Surrender Request through Branch Form (MU3):</b> Request the surrender of the license through the submission of the Branch Form (MU3). See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	WY Collection Agency Branch License	Submitted via...
<input type="checkbox"/>	<b>Creditor/Client Contract Information:</b> The name, address, and phone number of a person whom Wyoming creditor/clients may contact after the business is closed.	Mail to Wyoming Division of Banking
<input type="checkbox"/>	<b>Accounting:</b> A statement listing and accounting for all Wyoming accounts to be returned that indicate the present payment status of each account and the final balance.	Mail to Wyoming Division of Banking
<input type="checkbox"/>	<b>Return Original License:</b> Instruct the Wyoming Resident Manager to return to the original license to the Wyoming Division of Banking on behalf of the Collection Agency Board.	Mail to Wyoming Division of Banking