



# VA Qualified Education Loan Servicer Federal Contractor Amendment Checklist (Company)

---

## CHECKLIST SECTIONS

- [General Information](#)
- [Amendments](#)

## GENERAL INFORMATION

### Instructions

**(For states that require Advance Change Notice)** When making changes to your record in NMLS, [State Agency] requires advance notification for some changes. See the checklist below for details.

**(For states that do not require Advance Change Notice)** [State Agency] does not require advance notice for any changes; make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

### Uploading Agency-Specific Documents

If you are required to upload documents to NMLS for an Advance Change Notice (ACN), select “Advance Change Notice” for the document type in the NMLS Document Uploads section. If you are required to upload documents for an amendment that doesn’t require ACN, select the applicable document type in the NMLS Document Uploads section.

**Note:** Use the recommended filing naming convention found on the [Document Upload Descriptions and Examples](#).

### Helpful Resources

- [Amendments & Advance Change Notice](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

### Agency Contact Information

Contact [division name here](#) licensing staff by phone at [\(XXX\) XXX-XXXX](#) or send your questions via email to [division email address here](#) for additional assistance.

*[For U.S. Postal Service:](#)*

*[For Overnight Delivery:](#)*

*Your division name here*  
*Your unit name here*  
*Address Line 1*  
*Address Line 2*  
*City, State, Zip*

*Your division name here*  
*Your unit name here*  
*Address Line 1*  
*Address Line 2*  
*City, State, Zip*

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.

## AMENDMENTS

- [Change of Legal Name](#)
  - Change of Legal Name: \$[Amount] per license
- [Change of Main Address](#)
  - Change of Main Address: \$[Amount] per license
- [Addition or Modification of Other Trade Name](#)
  - Addition of Other Trade Names: \$[Amount] per license
- [Deletion of Other Trade Name](#)
  - [Description]: \$[Amount]
- [Change of Legal Status](#)
  - [Description]: \$[Amount]
- [Addition or Modification of Affiliates/Subsidiaries](#)
  - [Description]: \$[Amount]
- [Addition or Modification of Direct Owners/Executive Officers](#)
  - [Description]: \$[Amount]
- [Addition or Modification of Indirect Owners](#)
  - [Description]: \$[Amount]
- [Addition or Modification of Qualifying Individuals](#)
  - Change of Qualifying Individual: \$[Amount] per license
- [Change of Disclosure Question\(s\)](#)

**Note:** Information uploaded or filed in NMLS will not be viewable to the agency until the filing has been attested to and submitted through NMLS. Agency-specific requirements that should be emailed or mailed to the agency on the checklist below must be received with the appropriate checklist within five (5) business days of the electronic submission of your filing through NMLS.

NMLS ID Number	Delete this table is no items are required outside of NMLS for this change type.
Licensee Legal Name	Delete this table is no items are required outside of NMLS for this change type.

Complete	VA Qualified Education Loan Servicer – Federal Contractor Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Change of Legal Name:</b> Submit an ACN for a change of Legal Name through the Company Form (MU1) in NMLS. [# Days] notice must be provided for this change.</p> <p>OR Submit an amendment for a change of Legal Name through the Company Form (MU1) in NMLS.</p>	NMLS
<input type="checkbox"/>	<p><b>(Use this item if fee is collected) Change of Legal Name Fee:</b> \$[Amount] per license</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	NMLS (Filing submission)
Note	<p><b>(Use this item if fee is \$0) Change of Legal Name Fee:</b> \$0 per license</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	N/A
<input type="checkbox"/>	<p><b>Surety Bond Rider:</b> Upload [and mail an original] [Insert Entity Type] surety bond rider (or new bond if applicable) that reflects the entity’s new legal name. The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names.</p> <p>If a new surety bond is needed, use the Surety Bond Form found here. [Provide Document to attach or LINK].</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p><b>AND/OR</b></p> <p><b>Mail OR Email to [Agency Name]:</b> (agency@agency.gov)</p>
<input type="checkbox"/>	<p><b>(If ESB is Mandatory) Surety Bond Rider:</b> Licensees may submit their surety bond to [State] in one of the ways listed below.</p> <ol style="list-style-type: none"> <li><b>If you HAVE converted to the Electronic Surety Bond,</b> contact the surety bond producer to inform them of the change and effective date so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the <a href="#">ESB for NMLS Licensees page</a> of the NMLS Resource Center for more information about the Electronic Surety Bond process.</li> </ol> <p><b>Note:</b> Pursuant to the adoption of the Electronic Surety Bond (ESB) on [Month] [Day], [Year], you will be required to convert your existing paper Surety Bond to NMLS via the submission of an ESB by [Month] [Day], [Year]. See the <a href="#">ESB Adoption Table</a> and the <a href="#">ESB for NMLS Licensees page</a> of the NMLS Recourse Center for more information.</p> <ol style="list-style-type: none"> <li><b>If you have NOT converted to the Electronic Surety Bond,</b> upload the Surety Bond Rider that reflects the change of name in NMLS under the</li> </ol>	<p><b>Electronic Surety Bond in NMLS</b></p> <p><b>Or;</b></p> <p><b>Upload in NMLS:</b> under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1). This document should be named [License Type] <i>Surety Bond</i>.</p> <p><b>AND</b></p>

Complete	VA Qualified Education Loan Servicer – Federal Contractor Change of Legal Name Amendment Items	Submitted via...
	<p>Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1) AND mail the original copy to the address listed above. The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names.</p>	<p><b>Mail to [State]</b></p>
<input type="checkbox"/>	<p><b>(If ESB is optional) Surety Bond Rider:</b> Licensees may submit their surety bond to [State] in one of the ways listed below.</p> <ol style="list-style-type: none"> <li><b>If you have an Electronic Surety Bond,</b> contact the surety bond producer to inform them of the change and effective date so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the <a href="#">ESB for NMLS Licensees page</a> of the NMLS Resource Center for more information about the Electronic Surety Bond process.</li> <li><b>If you have a paper Surety Bond,</b> upload the Surety Bond Rider that reflects the change of name in NMLS under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1) AND mail the original copy to the address listed above. The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names.</li> </ol>	<p><b>Electronic Surety Bond in NMLS</b></p> <p><b>Or;</b></p> <p><b>Upload in NMLS:</b> under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1). This document should be named <i>[License Type] Surety Bond</i>.</p> <p><b>AND Mail to [State]</b></p>
<input type="checkbox"/>	<p><b>Formation Documents:</b> Formation Documents must be submitted related to this change type.</p> <p><b>[Enter any state-specific information about the requirement.]</b></p> <p>Determine classification of applicant’s legal status and submit a State certified copy of the requested applicable documentation detailed below. Original formation documents and all subsequent amendments, thereto including a list of any name changes.</p> <p><b>Sole Proprietor</b></p> <ul style="list-style-type: none"> <li><b>[Enter any state-specific information about the requirement.]</b></li> </ul> <p><b>Unincorporated Association:</b></p> <ul style="list-style-type: none"> <li>By-Laws or constitution (including all amendments).</li> </ul> <p><b>General Partnership:</b></p> <ul style="list-style-type: none"> <li>Partnership Agreement (including all amendments).</li> </ul> <p><b>Limited Liability Partnership:</b></p> <ul style="list-style-type: none"> <li>Certificate of Limited Liability Partnership; and</li> <li>Partnership Agreement (including all amendments).</li> </ul> <p><b>Limited Partnership:</b></p> <ul style="list-style-type: none"> <li>Certificate of Limited Partnership; and</li> <li>Partnership Agreement (including all amendments).</li> </ul> <p><b>Limited Liability Limited Partnership:</b></p> <ul style="list-style-type: none"> <li>Certificate of Limited Liability Limited Partnership; and</li> <li>Partnership Agreement (including all amendments).</li> </ul> <p><b>Limited Liability Company (“LLC”):</b></p> <ul style="list-style-type: none"> <li>Articles of Organization (including all amendments);</li> <li>Operating Agreement (including all amendments);</li> </ul>	<p><b>Upload in NMLS:</b> under the Document Type <u>Formation Document</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p><b>AND/OR</b></p> <p><b>Mail OR Email to [Agency Name]:</b> <a href="mailto:agency@agency.gov">agency@agency.gov</a></p>

Complete	VA Qualified Education Loan Servicer – Federal Contractor Change of Legal Name Amendment Items	Submitted via...
	<ul style="list-style-type: none"> <li>• IRS Form 2553 or IRS Form 8832 if S-corp treatment elected; and</li> <li>• LLC resolution if authority not in operating agreement.</li> </ul> <p><b>Corporation:</b></p> <ul style="list-style-type: none"> <li>• Articles of Incorporation (including all amendments);</li> <li>• By-laws (including all amendments), if applicable;</li> <li>• Shareholder Agreement (including all amendments), if applicable;</li> <li>• IRS Form 2553 if S-corp treatment elected; and</li> <li>• Corporate resolution if authority to complete application not in By-Laws or Shareholder Agreement, as amended, as applicable.</li> </ul> <p><b>not for Profit Corporation</b></p> <ul style="list-style-type: none"> <li>• Documents requested of a Corporation; and</li> <li>• Proof of nonprofit status <ul style="list-style-type: none"> <li>○ Internal Revenue Service (“IRS”) 501(c)(3) designation letter; or</li> <li>○ statement from a State taxing body or the State attorney general certifying that: (i) the entity is a nonprofit organization operating within the State; and (ii) no part of the entity’s net earnings may lawfully benefit any private shareholder or individual; or</li> <li>○ entity's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or</li> <li>○ Any of the three preceding items described, if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.</li> </ul> </li> </ul> <p><b>Trust (Statutory)</b></p> <ul style="list-style-type: none"> <li>• Certificate of Trust; and</li> <li>• Governing instrument (all amendments).</li> </ul>	
<input type="checkbox"/>	<b>(If Applicable) Return Original License:</b> Company is required to return its license to this agency.	<b>Mail OR Email to</b> <b>[Agency Name]:</b> <a href="mailto:agency@agency.gov">agency@agency.gov</a>
<input type="checkbox"/>	<p><b>[Name of Document Required]:</b> [Name of Document Required] must be submitted related to this change type.</p> <p><b>[Enter any state-specific information about the requirement.]</b></p>	<p><b>Upload in NMLS:</b> under the Document Type <a href="#">[Document Upload Type]</a> in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p><b>AND/OR</b></p> <p><b>Mail OR Email to</b> <b>[Agency Name]:</b> <a href="mailto:agency@agency.gov">agency@agency.gov</a></p>



NMLS ID Number	Delete this table is no items are required outside of NMLS for this change type.
Licensee Legal Name	Delete this table is no items are required outside of NMLS for this change type.

Complete	VA Qualified Education Loan Servicer – Federal Contractor Change of Main Address Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Change of Main Address:</b> Submit an ACN for a change of Main (Corporate) Address through the Company Form (MU1) in NMLS. [# Days] notice must be provided for this change.</p> <p><b>OR</b> Submit an amendment for a change of Main (Corporate) Address through the Company Form (MU1) in NMLS.</p>	NMLS
<input type="checkbox"/>	<p><b>(Use this item if fee is collected) Change of Main Address:</b> \$[Amount] per license</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	NMLS
Note	<p><b>(Use this item if fee is \$0) Change of Main Address:</b> \$0 per license</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	N/A
<input type="checkbox"/>	<p><b>Surety Bond Rider:</b> Upload [and mail an original] [Insert Entity Type] surety bond rider (or new bond if applicable) that reflects the entity’s new main address. The name address of the principal insured on the bond must match exactly.</p> <p>If a new surety bond is needed, use the Surety Bond Form found here. [Provide Document to attach or LINK].</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p><b>AND/OR</b></p> <p><b>Mail OR Email to [Agency Name]:</b> (agency@agency.gov)</p>
<input type="checkbox"/>	<p><b>(If ESB is Mandatory) Surety Bond Rider:</b> Licensees may submit their surety bond to [State] in one of the ways listed below.</p> <ol style="list-style-type: none"> <li><b>If you HAVE converted to the Electronic Surety Bond,</b> no further action is required to process this change.</li> <li><b>If you have NOT converted to the Electronic Surety Bond,</b> upload the Surety Bond Rider that reflects the change of address in NMLS under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1) AND mail the original copy to the address listed above.</li> </ol> <p><b>Note:</b> Pursuant to the adoption of the Electronic Surety Bond (ESB) on [Month] [Day], [Year], you will be required to convert your existing paper Surety Bond to NMLS via the submission of an ESB by [Month] [Day], [Year]. See the <a href="#">ESB Adoption Table</a> and the <a href="#">ESB for NMLS Licensees page</a> of the NMLS Recourse</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1). This document should be named [License Type] <i>Surety Bond</i>.</p> <p><b>AND</b></p> <p><b>Mail to [State]</b></p>

Complete	VA Qualified Education Loan Servicer – Federal Contractor Change of Main Address Amendment Items	Submitted via...
	Center for more information.	
<input type="checkbox"/>	<p><b>(If ESB is optional) Surety Bond Rider:</b> Licensees may submit their surety bond to [State] in one of the ways listed below.</p> <ol style="list-style-type: none"> <li>1. <b>If you have an Electronic Surety Bond</b>, no further action is required to process this change.</li> <li>2. <b>If you have a paper Surety Bond</b>, upload the Surety Bond Rider that reflects the change of address in NMLS under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1) AND mail the original copy to the address listed above.</li> </ol>	<p><b>Upload in NMLS:</b> under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1). This document should be named [License Type] <i>Surety Bond</i>.</p> <p><b>AND Mail to [State]</b></p>
<input type="checkbox"/>	<p><b>[Name of Document Required]:</b> [Name of Document Required] must be submitted related to this change type.</p> <p>[Enter any state-specific information about the requirement.]</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>[Document Upload Type]</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p><b>AND/OR</b></p> <p><b>Mail OR Email to [Agency Name]:</b> (agency@agency.gov)</p>
<input type="checkbox"/>	<p><b>(If Applicable) Return Original License:</b> Company is required to return its license to this agency.</p>	<p><b>Mail OR Email to [Agency Name]:</b> (agency@agency.gov)</p>



NMLS ID Number	Delete this table is no items are required outside of NMLS for this change type.
Licensee Legal Name	Delete this table is no items are required outside of NMLS for this change type.

Complete	VA Qualified Education Loan Servicer – Federal Contractor Addition or Modification of Other Trade Name Amendment Items	Submitted via...
----------	---	------------------

**(If Applicable) Note:** [License Name] are prohibited from using more than one trade name, fictitious name, or DBA for each license obtained. Therefore, please be advised that applicants may only list one name in the *Other Trade Names* section on the Company Form (MU1) for [State Abbv.].

<input type="checkbox"/>	<p><b>Addition or Modification of Other Trade Name:</b> Submit an ACN for an addition of or change to an Other Trade Name through the Company Form (MU1) in NMLS. [# Days] must be provided for this change.</p> <p>OR Submit an amendment for an addition of or change to an Other Trade Name through the Company Form (MU1) in NMLS.</p> <p><b>(For states that issue a separate license per DBA)</b> [License Name] are prohibited from using more than one trade name, fictitious name, or DBA for each license obtained.</p> <p>[Agency Name] requires a separate license for each Other Trade Name added. When adding an Other Trade Name, licensee must apply for a separate [License Name] Other Trade Name # license. This new license must be requested in the <i>License/Registration</i> section of the Company Form (MU1).</p>	NMLS
<input type="checkbox"/>	<p><b>(Use this item if fee is collected)</b> Addition of Other Trade Name \$[Amount] per license.</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	NMLS (Filing submission)
Note	<p><b>(Use this item if fee is \$0)</b> Addition of Other Trade Name \$0 per license.</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p>	N/A
<input type="checkbox"/>	<p><b>Trade Name/Assumed Name Registration Certificates:</b> Trade Name/Assumed Name Registration Certificates must be submitted related to this change type.</p> <p>[Enter any state-specific information about the requirement.]</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>[Name of Document Required]:</b> [Name of Document Required] must be submitted related to this change type.</p> <p>[Enter any state-specific information about the requirement.]</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>[Document Upload Type]</u> in the <i>Document</i></p>

Complete	VA Qualified Education Loan Servicer – Federal Contractor Addition or Modification of Other Trade Name Amendment Items	Submitted via...
		<i>Uploads</i> section of the Company Form (MU1). <b>AND/OR</b> <b>Mail OR Email to</b> <b>[Agency Name]:</b> <a href="mailto:agency@agency.gov"><i>(agency@agency.gov)</i></a>

NMLS ID Number	Delete this table is no items are required outside of NMLS for this change type.
Licensee Legal Name	Delete this table is no items are required outside of NMLS for this change type.

Complete	VA Qualified Education Loan Servicer – Federal Contractor Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Deletion of Other Trade Name:</b> Submit an ACN for a deletion an Other Trade Name through the Company Form (MU1) in NMLS. [# Days] must be provided for this change.</p> <p>OR Submit an amendment for deletion of an Other Trade Name through the Company Form (MU1) in NMLS.</p> <p><b>(For states that DOT NOT issue a separate license per DBA)</b> If deleting an Other Trade Name, this name must be removed from the <i>Other Trade Names</i> section of the Company Form (MU1).</p> <p><b>(For states that issue a separate license per DBA)</b> [Agency Name] requires a separate license for each Other Trade Name added. When deleting an Other Trade Name, licensee must request to surrender the appropriate [License Name] Other Trade Name # license. This surrender must be requested in the <i>License/Registration</i> section of the Company Form (MU1).</p>	NMLS
<input type="checkbox"/>	<p><b>(Remove this row if no fees are collected for this change.)</b></p> <p>[Description]: \$[Amount]</p>	<p>NMLS (Agency Fee Invoice)</p> <p>OR</p> <p>Mail check to [Agency Name]</p>
<input type="checkbox"/>	<p><b>[Name of Document Required]:</b> [Name of Document Required] must be submitted related to this change type.</p> <p>[Enter any state-specific information about the requirement.]</p>	<p><b>Upload in NMLS:</b> under the Document Type [Document Upload Type] in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p><b>AND/OR</b></p> <p>Mail OR Email to [Agency Name]: (agency@agency.gov)</p>

NMLS ID Number	Delete this table is no items are required outside of NMLS for this change type.
Licensee Legal Name	Delete this table is no items are required outside of NMLS for this change type.

Complete	VA Qualified Education Loan Servicer – Federal Contractor Change of Legal Status Amendment Items	Submitted via...
----------	---	------------------

**Note:** In many cases, a change to the Fiscal Year End, Legal Status, and State or Date of Formation indicates a new entity has been formed and a new NMLS record is required. This includes the creation of a new NMLS account and submission of a new Company Form (MU1).

<input type="checkbox"/>	<p><b>Change of Legal Status:</b> Submit an ACN for a change of Legal Status within the Company Form (MU1) in NMLS. [# Days] must be provided for this change.</p> <p>OR Submit an amendment for a change in Legal Status within the Company Form (MU1) in NMLS.</p>	NMLS
<input type="checkbox"/>	<p><b>(Remove this row if no fees are collected for this change.)</b></p> <p>[Description]: \$[Amount]</p>	<p>NMLS (Agency Fee Invoice)</p> <p>OR</p> <p>Mail check to [Agency Name]</p>
<input type="checkbox"/>	<p><b>[Name of Document Required]:</b> [Name of Document Required] must be submitted related to this change type.</p> <p>[Enter any state-specific information about the requirement.]</p>	<p><b>Upload in NMLS:</b> under the Document Type <a href="#">[Document Upload Type]</a> in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p><b>AND/OR</b></p> <p>Mail OR Email to <b>[Agency Name]:</b> <a href="mailto:agency@agency.gov">[agency@agency.gov]</a></p>

NMLS ID Number	Delete this table is no items are required outside of NMLS for this change type.
Licensee Legal Name	Delete this table is no items are required outside of NMLS for this change type.

Complete	VA Qualified Education Loan Servicer – Federal Contractor Addition or Modification of Affiliates/Subsidiaries Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Addition or Modification of Affiliates/Subsidiaries:</b> Submit an ACN for an addition or change in Affiliates/Subsidiaries within the Company Form (MU1) in NMLS. [# Days] notice must be provided for this change.</p> <p>OR Submit an amendment for an addition or change in Affiliates/Subsidiaries within the Company Form (MU1) in NMLS.</p>	NMLS
<input type="checkbox"/>	<p><b>(Remove this row if no fees are collected for this change.)</b></p> <p><b>[Description]:</b> \$[Amount]</p>	<p>NMLS (Agency Fee Invoice)</p> <p>OR</p> <p>Mail check to [Agency Name]</p>
<input type="checkbox"/>	<p><b>[Name of Document Required]:</b> [Name of Document Required] must be submitted related to this change type.</p> <p>[Enter any state-specific information about the requirement.]</p>	<p><b>Upload in NMLS:</b> under the Document Type <a href="#">[Document Upload Type]</a> in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p><b>AND/OR</b></p> <p>Mail OR Email to <b>[Agency Name]:</b> <a href="mailto:agency@agency.gov">[agency@agency.gov]</a></p>

NMLS ID Number	Delete this table is no items are required outside of NMLS for this change type.
Licensee Legal Name	Delete this table is no items are required outside of NMLS for this change type.

Complete	VA Qualified Education Loan Servicer – Federal Contractor Addition or Modification of Direct Owners/Executive Officers Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Direct Owners/Executive Officers:</b> Submit an ACN for an addition or change in Direct Owners/Executive Officers within the Company Form (MU1) in NMLS. [# Days] notice must be provided for this change.  <b>OR</b> Submit an amendment for an addition or change in Direct Owners/Executive Officers within the Company Form (MU1) in NMLS.	NMLS
<input type="checkbox"/>	<b>(Remove this row if no fees are collected for this change.)</b> <b>[Description]:</b> \$[Amount]	NMLS (Agency Fee Invoice)  <b>OR</b> Mail check to [Agency Name]
<input type="checkbox"/>	<b>(Delete this row if a CR is not required.)</b> Credit Report for Control Persons: \$15 per control person.	NMLS (Filing submission)
<input type="checkbox"/>	<b>Credit Report: (For states that require a Credit Report)</b> Individuals in a position of <a href="#">control</a> are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS.	NMLS
Note	<b>Credit Report: (For states that do not require a Credit Report)</b> Credit Reports and authorizations for credit report through NMLS are not required.	N/A
<input type="checkbox"/>	<b>(Delete this row if a CBC is not required)</b> FBI Criminal Background Check for MU2 Individual: \$36.25 per person.	NMLS (Filing submission)
<input type="checkbox"/>	<b>MU2 Individual FBI Criminal Background Check Requirements: (For states that require at least 1 type of MU2 individual to complete a CBC.)</b> When added to the Company Form (MU1), the following Individuals, as specified below, are required to authorize a FBI criminal background check (CBC) through NMLS.	NMLS

Complete	VA Qualified Education Loan Servicer – Federal Contractor Addition or Modification of Direct Owners/Executive Officers Amendment Items	Submitted via...
	<p><i>Direct Owners</i></p> <ul style="list-style-type: none"> <li>• [Enter the specific Direct Owners that are required to complete the CBCs]</li> </ul> <p><i>Executive Officers</i></p> <ul style="list-style-type: none"> <li>• [Enter the specific Executive Officers that are required to complete the CBCs]</li> </ul> <p>After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.</p> <p>See the <a href="#">Criminal Background Check section</a> of the NMLS Resource Center for more information.</p> <p><b>Note:</b> If you are able to ‘Use Existing Prints’ to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.</p>	
Note	<p><b>MU2 Individual FBI Criminal Background Check Not Required Through NMLS: (For states that do not require a CBCs through NMLS) [Direct Owners and Executive Officers]</b> are NOT required to authorize a FBI criminal background check (CBC) through NMLS.</p>	N/A
□	<p><b>[Name of Document Required]:</b> [Name of Document Required] must be submitted related to this change type.</p> <p>[Enter any state-specific information about the requirement.]</p>	<p><b>Upload in NMLS:</b> under the Document Type <a href="#">[Document Upload Type]</a> in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p><b>AND/OR</b></p> <p><b>Mail OR Email to</b> <b>[Agency Name]:</b> <a href="mailto:agency@agency.gov">[agency@agency.gov]</a></p>

NMLS ID Number	Delete this table is no items are required outside of NMLS for this change type.
Licensee Legal Name	Delete this table is no items are required outside of NMLS for this change type.

Complete	VA Qualified Education Loan Servicer – Federal Contractor Addition or Modification of Indirect Owners Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Addition or Modification of Indirect Owners:</b> Submit an ACN for an addition or change in Indirect Owners within the Company Form (MU1) in NMLS. [# Days] notice must be provided for this change.</p> <p>OR Submit an amendment for an addition or change in Indirect Owners within the Company Form (MU1) in NMLS.</p>	NMLS
<input type="checkbox"/>	<p><b>(Remove this row if no fees are collected for this change.)</b></p> <p>[Description]: \$[Amount]</p>	<p>NMLS (Agency Fee Invoice)</p> <p>OR</p> <p>Mail check to [Agency Name]</p>
<input type="checkbox"/>	<p><b>(Delete this row if a CR is not required.)</b> Credit Report for Control Persons: \$15 per control person.</p>	NMLS (Filing submission)
<input type="checkbox"/>	<p><b>Credit Report: (For states that require a Credit Report)</b> Individuals in a position of <a href="#">control</a> are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS.</p>	NMLS
Note	<p><b>Credit Report: (For states that do not require a Credit Report)</b> Credit Reports and authorizations for credit report through NMLS are not required.</p>	N/A
<input type="checkbox"/>	<p><b>(Delete this row if a CBC is not required)</b> FBI Criminal Background Check for MU2 Individual: \$36.25 per person.</p>	NMLS (Filing submission)
<input type="checkbox"/>	<p><b>MU2 Individual FBI Criminal Background Check Requirements: (For states that require at least 1 type of MU2 individual to complete a CBC.)</b> When added to the Company Form (MU1), Indirect Owners, as specified below, are required to authorize a FBI criminal background check (CBC) through NMLS.</p> <p><i>Indirect Owners</i></p> <ul style="list-style-type: none"> <li>[Enter the specific Indirect Owners that are required to complete the CBCs]</li> </ul> <p>After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.</p> <p>See the <a href="#">Criminal Background Check section</a> of the NMLS Resource Center for</p>	NMLS



Complete	VA Qualified Education Loan Servicer – Federal Contractor Addition or Modification of Indirect Owners Amendment Items	Submitted via...
	<p>more information.</p> <p><b>Note:</b> If you are able to ‘Use Existing Prints’ to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.</p>	
Note	<p><b>MU2 Individual FBI Criminal Background Check Not Required Through NMLS:</b> <b>(For states that do not require a CBCs through NMLS)</b> Indirect Owners are NOT required to authorize a FBI criminal background check (CBC) through NMLS.</p>	N/A
<input type="checkbox"/>	<p><b>[Name of Document Required]:</b> [Name of Document Required] must be submitted related to this change type.</p> <p>[Enter any state-specific information about the requirement.]</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>[Document Upload Type]</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p><b>AND/OR</b></p> <p><b>Mail OR Email to</b> <b>[Agency Name]:</b> <u>(agency@agency.gov)</u></p>

NMLS ID Number	Delete this table is no items are required outside of NMLS for this change type.
Licensee Legal Name	Delete this table is no items are required outside of NMLS for this change type.

Complete	VA Qualified Education Loan Servicer – Federal Contractor Addition or Modification of Qualifying Individual Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Qualifying Individual:</b> Submit an ACN for an addition or change in Qualifying Individuals within the Company Form (MU1) in NMLS. [# Days] notice must be provided for this change.  <b>OR</b> Submit an amendment for an addition or change in Qualifying Individuals within the Company Form (MU1) in NMLS.	NMLS
<input type="checkbox"/>	<b>(Use this item if fee is collected) Change of Qualifying Individual:</b> \$[Amount] per license  Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	NMLS (Filing submission)
Note	<b>(Use this item if fee is \$0) Change of Qualifying Individual:</b> \$0 per license  Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A
<input type="checkbox"/>	<b>(Delete this row if a CR is not required.) Credit Report for Control Persons:</b> \$15 per control person.	NMLS (Filing submission)
<input type="checkbox"/>	<b>Credit Report: (For states that require a Credit Report)</b> Individuals in a position of <a href="#">control</a> are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS.	NMLS
Note	<b>Credit Report: (For states that do not require a Credit Report)</b> Credit Reports and authorizations for credit report through NMLS are not required.	N/A
<input type="checkbox"/>	<b>(Delete this row if a CBC is not required) FBI Criminal Background Check for MU2 Individual:</b> \$36.25 per person.	NMLS (Filing submission)
<input type="checkbox"/>	<b>MU2 Individual FBI Criminal Background Check Requirements: (For states that require at least 1 type of MU2 individual to complete a CBC.)</b> When added to the Company Form (MU1), Qualifying Individuals, as specified below, are required to authorize a FBI criminal background check (CBC) through NMLS.  <i>Qualifying Individuals</i> <ul style="list-style-type: none"> <li>[Enter the specific Qualifying Individuals that are required to complete the CBCs]</li> </ul> After authorizing a FBI criminal background check through the submission of	NMLS

Complete	VA Qualified Education Loan Servicer – Federal Contractor Addition or Modification of Qualifying Individual Amendment Items	Submitted via...
	<p>the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.</p> <p>See the <a href="#">Criminal Background Check section</a> of the NMLS Resource Center for more information.</p> <p><b>Note:</b> If you are able to ‘Use Existing Prints’ to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.</p>	
Note	<p><b>MU2 Individual FBI Criminal Background Check Not Required Through NMLS:</b> <b>(For states that do not require a CBCs through NMLS)</b> Qualifying Individuals are NOT required to authorize a FBI criminal background check (CBC) through NMLS.</p>	N/A
□	<p><b>[Name of Document Required]:</b> [Name of Document Required] must be submitted related to this change type.</p> <p>[Enter any state-specific information about the requirement.]</p>	<p><b>Upload in NMLS:</b> under the Document Type <a href="#">[Document Upload Type]</a> in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p><b>AND/OR</b></p> <p><b>Mail OR Email to</b> <a href="#">[Agency Name]: (agency@agency.gov)</a></p>

Complete	VA Qualified Education Loan Servicer – Federal Contractor Change of Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change of Disclosure Question(s):</b> Submit an amendment for a change to Disclosure Question response(s) through the Company Form (MU1) in NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<b>Changing a Response from No to Yes:</b> Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes” for company or each control person. See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.	<b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).
<input type="checkbox"/>	<b>Changing a Response from Yes to No:</b> When changing a Disclosure Question response from Yes to No, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason. You <b>[may or must]</b> select “Add Explanation for “No” Responses” and provide an explanation for each response that changes from “Yes” to “No” for company or each control person. You <b>[may or must]</b> also upload a document (PDF) related to the explanation. See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.	<b>NMLS</b>