



WI Loan Company Branch License Surrender Checklist (Branch)

CHECKLIST SECTIONS

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

GENERAL INFORMATION

Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.

Help Resources

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

Agency Contact Information

Contact DFI's Division of Banking at 608-261-7578 or send your questions via e-mail to janell.fibikar@dfi.wisconsin.gov for additional assistance.

For U.S. Postal Service:

Wisconsin Department of Financial Institutions
Division of Banking
PO Box 7876
Madison, WI 53707-7876

For Overnight Delivery:

Wisconsin Department of Financial Institutions
Division of Banking
North Tower
4822 Madison Yards Way
Madison, WI 53705

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 | WI Loan Company Branch License | Submitted via... |
|--------------------------|--|------------------|
| <input type="checkbox"/> | Submission of Surrender Request through Branch Form (MU3): Request the surrender of the license through the submission of the Branch Form (MU3). See the Company License Surrender Requests Quick Guide for instructions. | NMLS |

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

| Complete | WI Loan Company Branch License | Submitted via... |
|--------------------------|---|---|
| <input type="checkbox"/> | Original License: Return the original license as issued by the WDFI. | Mail to WDFI |
| <input type="checkbox"/> | Accounts and Records: Send the address of the licensed location(s) where the outstanding accounts and the existing records are being transferred to. | Mail to WDFI or email to DFI_LFS@wi.gov |