



# WI Adjustment Service Company Registration (Main Office - No Activity) Amendment Checklist (Company)

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## CHECKLIST SECTIONS

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

## GENERAL INFORMATION

### Instructions

Wisconsin Department of Financial Institutions' (WDFI) administrative rules requires that all material information be kept current, and material changes be made in NMLS within 10 days of the change. WDFI does not require advance notice for any changes, but 30 days advance notice is recommended and appreciated.

### 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 DFI's Division of Banking at 608-261-7578 or send your questions via e-mail to [nancy.schreiber@wisconsin.gov](mailto:nancy.schreiber@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.

## AMENDMENTS

- [Change of Legal Name](#)
- [Change of Main Address](#)
  - Change of Main Address: \$200 if moving to a different city, village or town
- [Addition or Modification of Other Trade Name](#)
- [Deletion of Other Trade Name](#)
- [Change of Legal Status](#)
- [Addition or Modification of Key Officers/Directors](#)
- [Addition or Modification of Direct Owners](#)
- [Addition or Modification of Indirect Owners](#)
- [Addition or Modification of Affiliates/Subsidiaries](#)
- [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	
Licensee Legal Name	

Complete	WI Adjustment Service Company Registration (Main Office - No Activity) Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change of Legal Name:</b> Submit an amendment for a change of Legal Name through the Company Form (MU1) in NMLS.	NMLS
Note	<b>Change of Legal Name Fee:</b> \$0 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A
<input type="checkbox"/>	<b>Surety Bond Rider:</b> Upload and mail an original rider to the adjustment service company bond identifying the change to the legal name. The name of the principal insured on the bond must match exactly the full legal name of licensee, including any Other Trade Names.  This document should be named <i>WI Adjustment Service Company [Effective Date] Surety Bond Rider</i> .  <a href="#">Use the surety bond form found at the WDFI website.</a>	<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).  <b>AND</b> <b>Mail to WDFI</b>
<input type="checkbox"/>	<b>Formation Documents:</b> Upload amendment documentation from state of origin amending the legal name.	<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).
Note	<b>Certificate of Authority:</b> Entity must change its name with WDFI's Division of Corporate and Consumer Services. Evidence of the change does not need to be uploaded; it will be checked by the Department prior to approval.	N/A
<input type="checkbox"/>	<b>Meeting Minutes:</b> Meeting Minutes must be submitted related to this change type. Send a copy of the minutes of the meeting approving the legal name change.	<b>Upload to NMLS:</b> Under Document Type <u>Additional Requirement(s)</u> in the <i>Document Uploads</i> section of the Company Form (MU1)

Complete	WI Adjustment Service Company Registration (Main Office - No Activity) Change of Main Address Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change of Main Address:</b> Submit an amendment for a change of Main (Corporate) Address through the Company Form (MU1) in NMLS.	NMLS
Note	<b>Change of Main Address:</b> \$0 per license* *Upon review of the submitted filing, if the change of address is to a different city, village or town, WDFI will invoice the licensee \$200 through NMLS. <i>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</i>	NMLS
<input type="checkbox"/>	<b>Contact Employees:</b> Change address for Primary and Non-Primary contact employees through the Company form (MU1) in NMLS.	NMLS

Complete	WI Adjustment Service Company Registration (Main Office - No Activity) Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Other Trade Name:</b> Submit an amendment for an addition of or change to an Other Trade Name through the Company Form (MU1) in NMLS. WDFI does not allow more than five of trade names.	NMLS
Note	<b>Addition of Other Trade Name</b> \$0 per license. Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A
<input type="checkbox"/>	<b>Surety Bond.</b> Upload and mail an original rider to the adjustment service company bond identifying the change to the Other Trade Name. This document should be named <i>WI Adjustment Service Company [Effective Date] Surety Bond Rider.</i>	<b>Upload in NMLS:</b> under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).  <b>AND</b> <b>Mail to WDFI</b>

Complete	WI Adjustment Service Company Registration (Main Office - No Activity) Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Deletion of Other Trade Name:</b> Submit an amendment for deletion of an Other Trade Name through the Company Form (MU1) in NMLS.  If deleting an Other Trade Name, this name must be removed from the <i>Other Trade Names</i> section of the Company Form (MU1).	<b>NMLS</b>
<input type="checkbox"/>	<b>Surety Bond.</b> Upload and mail an original rider to the adjustment service company bond identifying the change to the Other Trade Name.  This document should be named <i>WI Adjustment Service Company [Effective Date] Surety Bond Rider</i> .	<b>Upload in NMLS:</b> under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).  <b>AND</b>  <b>Mail to WDFI</b>

Complete	WI Adjustment Service Company Registration (Main Office - No Activity) Change of Legal Status Amendment Items	Submitted via...
<b>Note:</b> 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"/>	<b>Change of Legal Status:</b> Contact the WDFI prior to filing an amendment for a change in Legal Status within the Company (MU1) form in NMLS.	<b>Contact WDFI</b>
<input type="checkbox"/>	<b>Change of Legal Status:</b> After contacting WDFI, submit an amendment for a change in Legal Status within the Company Form (MU1) in NMLS.	<b>NMLS</b>

Complete	<b>WI Adjustment Service Company Registration (Main Office - No Activity)</b> <b>Addition or Modification of Key Officers/Directors Amendment Items</b>	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Key Officers/Directors:</b> Submit an amendment for an addition or change in Executive Officers/Directors within the Company Form (MU1) in NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<b>Credit Report for Key Officers/Directors:</b> \$15 per person.	<b>NMLS (Filing submission)</b>
<input type="checkbox"/>	<b>Credit Report:</b> Individuals in key officer/Directors positions or individuals in a position of <u>control</u> are required to authorize a credit report through NMLS. Key officers include, but are not limited to, chief executive officer, chief operating officer, chief financial officer, president, executive or senior vice president (or highest level vice president if there is no executive or senior vice president), secretary, and treasurer. 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.	<b>NMLS</b>
<input type="checkbox"/>	<b>Credit Report Explanation:</b> Submit a line by line, detailed letter of explanation of all derogatory credit accounts along with proof of payoffs, payment arrangements and evidence of payments made, or evidence of any formal dispute filed (documents must be dated). Accounts to address include, but are not limited to: collections items, charge offs, accounts currently past due, accounts with serious delinquencies in the last 3 years, repossessions, loan modifications, etc.  <b>Note:</b> Items regarding bankruptcy, foreclosure actions, outstanding judgments or liens, or delinquent child support payments should be addressed in the <i>Disclosure Explanations</i> section of your Individual Form (MU2).  This document should be named <i>Credit Report Explanations – Sub Name – Document Creation Date</i> .	<b>Upload to NMLS:</b> Under Document Type <u>Additional Requirement(s)</u> in the <i>Document Uploads</i> section of the Company Form (MU1)
<input type="checkbox"/>	<b>FBI Criminal Background Check for MU2 Individual:</b> \$36.25 per person.	<b>NMLS (Filing submission)</b>
<input type="checkbox"/>	<b>MU2 Individual FBI Criminal Background Check Requirements:</b> When added to the Company Form (MU1), the following Individuals, as specified below, are required to authorize an FBI criminal background check (CBC) through NMLS.  <i>Key Officers, Key Members, or Partners of the Licensee</i> <ul style="list-style-type: none"> <li>Key officers include, but are not limited to, chief executive officer, chief operating officer, chief financial officer, president, executive or senior vice president (or highest level vice president if there is no executive or senior vice president), secretary, and treasurer.</li> </ul>	<b>NMLS</b>

Complete	WI Adjustment Service Company Registration (Main Office - No Activity) Addition or Modification of Key Officers/Directors Amendment Items	Submitted via...
	<p><i>Directors of the Licensee</i></p> <ul style="list-style-type: none"> <li>Directors with the authority to make decisions, direct policy, or have signing authority for the licensees.</li> </ul> <p>After authorizing an 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>	
<input type="checkbox"/>	<p><b>Management Chart:</b> Submit a revised Management Chart displaying all Key Officers, Directors, Managers, and identifying the compliance reporting and internal audit structure.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Management Chart</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

Complete	WI Adjustment Service Company Registration (Main Office - No Activity) Addition or Modification of Direct Owners Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Addition or Modification of Direct Owners:</b> Submit an amendment for an addition or change in Direct Owners within the Company Form (MU1) in NMLS.</p>	NMLS
<input type="checkbox"/>	<p><b>Credit Report for Individuals owning 10% or more of licensee:</b> \$15 per person.</p>	NMLS (Filing submission)
<input type="checkbox"/>	<p><b>Credit Report:</b> Individuals owning 10% or more of the licensee 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
<input type="checkbox"/>	<p><b>Credit Report Explanations:</b> Submit a line by line, detailed letter of explanation of all derogatory credit accounts along with proof of payoffs, payment arrangements and evidence of payments made, or evidence of any formal</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Credit Report</u></p>

Complete	<b>WI Adjustment Service Company Registration (Main Office - No Activity)</b>  <b>Addition or Modification of Direct Owners Amendment Items</b>	Submitted via...
	<p>dispute filed (documents must be dated). Accounts to address include, but are not limited to: collections items, charge offs, accounts currently past due, accounts with serious delinquencies in the last 3 years, repossessions, loan modifications, etc.</p> <p><b>Note:</b> Items regarding bankruptcy, foreclosure actions, outstanding judgments or liens, or delinquent child support payments should be addressed in the <i>Disclosure Explanations</i> section of your Individual Form (MU2).</p> <p>This document should be named <i>Credit Report Explanations – Sub Name – Document Creation Date</i>.</p>	<p><u>Explanations</u> in the <i>Document Uploads</i> section of the Individual Form (MU2).</p>
<input type="checkbox"/>	<p><b>FBI Criminal Background Check for Individuals owning 10% or more of licensee:</b> \$36.25 per person.</p>	<p><b>NMLS (Filing submission)</b></p>
<input type="checkbox"/>	<p><b>Individual FBI Criminal Background Check Requirements:</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.</p> <p><i>Direct Owners</i></p> <ul style="list-style-type: none"> <li>• Individuals owning 10% or more of the licensee</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>	<p><b>NMLS</b></p>
<input type="checkbox"/>	<p><b>Financial Statements:</b> Upload a an internally prepared balance sheet and income statement in accordance with Generally Accepted Accounting Principles dated within 30 days after the change in ownership.</p> <p>A minimum tangible net worth of \$6,000 and positive working capital is required. When evaluating a financial statement, the division typically discounts intangible assets; receivables from officers, stockholders, and other related parties; employee advances; receivables over 90 days old; and any other assets of questionable value</p> <p><b>Note:</b> Financial statements are uploaded separately under the Filing tab and <i>Financial Statement</i> submenu link. See the <a href="#">Financial Statements Quick Guide</a> for instructions.</p>	<p><b>NMLS</b></p>



Complete	<b>WI Adjustment Service Company Registration (Main Office - No Activity)</b> <b>Addition or Modification of Direct Owners Amendment Items</b>	Submitted via...
<input type="checkbox"/>	<b>Organizational Chart:</b> Submit a revised Organizational Chart displaying all Owners/Affiliates/Subsidiaries of the licensee.	<b>Upload in NMLS:</b> under the Document Type <u>Organizational Chart/Description</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	<b>Legal Documents:</b> Upload copies of all legal documents executed and associated with the change in ownership, including any applicable purchase and sale agreements, merger agreements or consent to change in ownership agreements.	<b>Upload to NMLS:</b> Under Document Type <u>Additional Requirement(s)</u> in the <i>Document Uploads</i> section of the Company Form (MU1)
<input type="checkbox"/>	<b>Notification of Surety Company:</b> Upload documentation from the insurance company that issued the licensee's surety bond that verifies they have been notified of the change in ownership and confirms that the bond remains in force.	<b>Upload to NMLS:</b> Under Document Type <u>Additional Requirement(s)</u> in the <i>Document Uploads</i> section of the Company Form (MU1)

Complete	WI Adjustment Service Company Registration (Main Office - No Activity) Addition or Modification of Indirect Owners Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Indirect Owners:</b> Submit an amendment for an addition or change in Indirect Owners within the Company Form (MU1) in NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<b>FBI Criminal Background Check for Individuals owning 10% or more of licensee:</b> \$36.25 per person.	<b>NMLS (Filing submission)</b>
<input type="checkbox"/>	<p><b>Individual FBI Criminal Background Check Requirements:</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.</p> <p><i>Indirect Owners</i></p> <ul style="list-style-type: none"> <li>Individuals with the power to direct the management or policies of the licensee who indirectly own 25% or more of the licensee.</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>	<b>NMLS</b>
<input type="checkbox"/>	<b>Organizational Chart:</b> Submit a revised organizational chart displaying all Owners/Affiliates/Subsidiaries of the licensee.	<b>Upload in NMLS:</b> under the Document Type <a href="#">Organizational Chart/Description</a> in the <i>Document Uploads</i> section of the Company Form (MU1).

Complete	WI Adjustment Service Company Registration (Main Office - No Activity) Addition or Modification of Affiliates/Subsidiaries Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Affiliates/Subsidiaries:</b> Submit an amendment for an addition or change in Affiliates/Subsidiaries within the Company Form (MU1) in NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<b>Organizational Chart:</b> Submit a revised organizational chart showing all Affiliates/Subsidiaries of the licensee.	<b>Upload in NMLS:</b> under the Document Type <u>Organizational Chart/Description</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

Complete	WI Adjustment Service Company Registration (Main Office - No Activity) 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 must 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 may also upload a document (PDF) related to the explanation. See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.	<b>NMLS</b>