



WY Money Transmitter License Amendment Checklist (Company)

CHECKLIST SECTIONS

- [General Information](#)
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GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, Wyoming Division of Banking requires advance notification for some changes. See the checklist below for details.

How to submit agency specific documents

1. If you are required to upload document(s) on NMLS for an Advance Change Notice:
 - a. In the NMLS document upload section, you must select Advance Change Notice for document type.
 - b. Documents required to be uploaded through Advance Change Notice are considered proposed documents. You will be required to upload final documents in the NMLS document upload section under the appropriate document type on the effective date. If there isn't a document type available for a specific Advance Change Notice event you must mail document(s) directly to the Wyoming Division of Banking.
2. If you are required to upload documents for an amendment that doesn't require Advance Change Notice:
 - a. In the NMLS document upload section, select the applicable document type.
3. If you are required to provide document(s) outside of NMLS:
 - a. You must mail the document(s) along with the checklist within fifteen (15) business days.

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 of Banking licensing staff by phone at (307) 777-7797 or send your questions via email to wyoimbankingdivision@wyo.gov for additional assistance.

For U.S. Postal Service and Overnight Delivery:

*Department of Audit
Division of Banking
2300 Capitol Avenue, 2nd 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.

AMENDMENTS

- [Change of Legal Name](#)
- [Change of Main Address](#)
- [Change of Legal Status](#)
- [Addition or Modification of Direct Owners/Executive Officers](#)
- [Addition or Modification of Indirect Owners](#)
- [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	WY Money Transmitter License Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Legal Name: Submit an ACN for a Change of Legal Name within the Company Form (MU1) in NMLS. 15 Days' notice must be provided for this change.	NMLS
Note	Change of Legal Name Fee: \$0 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A
<input type="checkbox"/>	Surety Bond Rider: Contact the surety bond producer to inform them of the legal name change and effective date, so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the NMLS Resource Center for more information.	NMLS
<input type="checkbox"/>	Return Original License: Company is required to return its license (if issued a paper license) to this agency.	Mail to Division of Banking

NMLS ID Number	
Licensee Legal Name	

Complete	WY Money Transmitter License Change of Main Address Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Main Address: Submit an ACN for a change of Main Address within the Company Form (MU1) in NMLS. 15 Days' notice must be provided for this change.	NMLS
Note	Change of Main Address: \$0 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A
<input type="checkbox"/>	Return Original License: Company is required to return its license (if issued a paper license) to this agency.	Mail to Division of Banking

NMLS ID Number	
Licensee Legal Name	

Complete	WY Money Transmitter License 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"/>	Change of Legal Status: Submit an ACN for a Change of Legal Status within the Company Form (MU1) in NMLS. 15 Days' notice must be provided for this change.	NMLS
<input type="checkbox"/>	ACN Related Documents: Submit the following document types to support the anticipated change: <ul style="list-style-type: none"> Anticipated organizations chart including parents, subsidiaries, and affiliates Written description of the anticipated transaction Pro-forma financial statements if needed This document should be named ACN – [Document Type] (e.g., ACN – Amended Articles must be submitted related to this change type.	Upload in NMLS: under the Document Type <i>ACN – [Document Type]</i> in the <i>Document Uploads</i> section of the Company Form (MU1). AND Mail to Division of Banking

NMLS ID Number	
Licensee Legal Name	

Complete	WY Money Transmitter License Addition or Modification of Direct Owners/Executive Officers Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Direct Owners/Executive Officers: Submit an ACN for an Addition or Modification of Direct Owners/Executive Officers within the Company Form (MU1) in NMLS. 15 Days' notice must be provided for this change.	NMLS
Note	Credit Report: Credit Reports and authorizations for credit report through NMLS are not required.	N/A
<input type="checkbox"/>	FBI Criminal Background Check for MU2 Individual: \$36.25 per person.	NMLS (Filing submission)
<input type="checkbox"/>	<p>MU2 Individual FBI Criminal Background Check Requirements: 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"> Any person occupying this position is deemed a control person for the company and is required to submit a CBC. <p><i>Executive Officers</i></p> <ul style="list-style-type: none"> Any person occupying this position is deemed a control person for the company and is required to submit a CBC. <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 Criminal Background Check section of the NMLS Resource Center for more information.</p> <p>Note: 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>	NMLS
<input type="checkbox"/>	Changes in Control of a Licensee: Licensees must notify the Commissioner in writing within fifteen (15) business days after learning of the proposed change of control.	Mail to Division of Banking

Complete	WY Money Transmitter License Addition or Modification of Direct Owners/Executive Officers Amendment Items	Submitted via...
<input type="checkbox"/>	<p>ACN Related Documents: Submit the following document types to support the anticipated change:</p> <ul style="list-style-type: none"> • Anticipated organizations chart including parents, subsidiaries, and affiliates • Written description of the anticipated transaction • Pro-forma financial statements if needed <p>This document should be named ACN – [Document Type] (e.g., ACN – Amended Articles must be submitted related to this change type.</p>	<p>Upload in NMLS: under the Document Type <i>ACN – [Document Type]</i> in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p>AND</p> <p>Mail to Division of Banking</p>
NOTE	<p>Determination of a Change in Control: Upon review of the information provided:</p> <ul style="list-style-type: none"> • If it is determined by the Division of Banking that the proposed transaction meets the requirements of W.S. 40-22-114, a new license application may be required to be filed. • If it is determined by the Division of Banking that the proposed transaction does not meet the requirements of W.S. 40-22-114, additional license amendments may be required, but a new license application would not be required. <ul style="list-style-type: none"> ○ Pursuant to W.S. 40-22-102(iv), “Control” means the power to vote or ownership of twenty-five percent (25%) or more of the outstanding voting securities of a licensee or controlling person...” 	N/A

NMLS ID Number	
Licensee Legal Name	

Complete	WY Money Transmitter License Addition or Modification of Indirect Owners Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Indirect Owners: Submit an ACN for an Addition or Modification of Indirect Owners within the Company Form (MU1) in NMLS. 15 Days' notice must be provided for this change.	NMLS
Note	Credit Report: Credit Reports and authorizations for credit report through NMLS are not required.	N/A
<input type="checkbox"/>	FBI Criminal Background Check for MU2 Individual: \$36.25 per person.	NMLS (Filing submission)
<input type="checkbox"/>	<p>MU2 Individual FBI Criminal Background Check Requirements: 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"> Any person occupying this position is deemed a control person for the company and is required to submit a CBC. <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 Criminal Background Check section of the NMLS Resource Center for more information.</p> <p>Note: 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>	NMLS
	Changes in Control of a Licensee: Licensees must notify the Commissioner in writing within fifteen (15) business days after learning of the proposed change of control.	Mail to Division of Banking
<input type="checkbox"/>	<p>ACN Related Documents: Submit the following document types to support the anticipated change:</p> <ul style="list-style-type: none"> Anticipated organizations chart including parents, subsidiaries, and affiliates Written description of the anticipated transaction Pro-forma financial statements if needed <p>This document should be named ACN – [Document Type] (e.g., ACN – Amended Articles must be submitted related to this change type.</p>	<p>Upload in NMLS: under the Document Type <i>ACN – [Document Type]</i> in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p>AND</p> <p>Mail to Division of Banking</p>

Complete	WY Money Transmitter License Addition or Modification of Indirect Owners Amendment Items	Submitted via...
NOTE	<p>Determination of a Change in Control: Upon review of the information provided:</p> <ul style="list-style-type: none"> • If it is determined by the Division of Banking that the proposed transaction meets the requirements of W.S. 40-22-114, a new license application may be required to be filed. • If it is determined by the Division of Banking that the proposed transaction does not meet the requirements of W.S. 40-22-114, additional license amendments may be required, but a new license application would not be required. <ul style="list-style-type: none"> ○ Pursuant to W.S. 40-22-102(iv), “Control” means the power to vote or ownership of twenty-five percent (25%) or more of the outstanding voting securities of a licensee or controlling person...” 	N/A

Complete	WY Money Transmitter License Change of Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Disclosure Question(s): Submit an amendment for a change to Disclosure Question response(s) through the Company Form (MU1) in NMLS.	NMLS
<input type="checkbox"/>	<p>Changing a Response from No to Yes: Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes” for company or any new Control Person or any new Manager.</p> <p>See the Company Disclosure Explanations Quick Guide for instructions.</p>	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).