AK Deferred Deposit Advance Branch License Amendment Checklist (Branch)

CHECKLIST SECTIONS

- General Information
- Amendments

GENERAL INFORMATION

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

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 Quick Guide
- Document Uploads Quick Guide
- Document Upload Descriptions and Examples

Agency Contact Information
Contact the Alaska Division of Banking and Securities licensing staff by phone at (907) 465-2521 or send your questions via email to LoanEntity.Licensing@alaska.gov for additional assistance.

For U.S. Postal Service:
State of Alaska, Department of Commerce,
Community & Economic Development
Division of Banking & Securities
P.O. Box 110807
Juneau, Alaska 99811-0807

For 2-Day Delivery:
State of Alaska, Department of Commerce,
Community & Economic Development
Division of Banking & Securities
333 Willoughby Avenue, 9th Floor
State Office Building
Juneau, Alaska 99801

Updated: 8/1/2020
AMENDMENTS

- **Change of Branch Address**
  - Change of Branch Address: $300
- **Change of Branch Manager**
  - Change of Branch Manager: $300
- **Change of Branch Manager 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 submission through the NMLS.
<table>
<thead>
<tr>
<th>Complete</th>
<th>AK Deferred Deposit Advance Branch License Change of Branch Address Amendment Items</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td><strong>Change of Branch Address:</strong> Submit an ACN for a change of Branch Address through the Branch Form (MU3) in NMLS. 15 days notice must be provided for this change.</td>
<td>NMLS</td>
</tr>
<tr>
<td>□</td>
<td><strong>Change of Branch Address:</strong> $300 Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</td>
<td>NMLS</td>
</tr>
<tr>
<td>□</td>
<td><strong>Surety Bond Rider:</strong> 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.</td>
<td>Electronic Surety Bond in NMLS</td>
</tr>
</tbody>
</table>
| □        | **Alaska Business License:** Upload a current State-issued and approved Alaska Business License (Alaska Division of Corporations, Business, and Professional Licensing).  
  - Per [AS 43.70.020(a)](#) a business license is required for the privilege of engaging in a business in the State of Alaska.  
  All applicants and licensees are required to have a current Alaska Business License. This document should be named [AK Business License]. | NMLS             |

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<thead>
<tr>
<th>Complete</th>
<th>AK Deferred Deposit Advance Branch License Change of Branch Manager Amendment Items</th>
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</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td><strong>Addition or Modification of Branch Manager:</strong> Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS. 15 days notice must be provided for this change.</td>
<td>NMLS</td>
</tr>
<tr>
<td>□</td>
<td><strong>Change of Branch Manager Fee:</strong> $300 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</td>
<td>NMLS (Filing submission)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Complete</th>
<th>AK Deferred Deposit Advance Branch License Change to Branch Manager Disclosure Question(s) Amendment Items</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td><strong>Change of Disclosure Question(s):</strong> Submit an amendment for a change to Disclosure Question response(s) through the Branch Manager’s Individual Form (MU2) in NMLS.</td>
<td>NMLS</td>
</tr>
<tr>
<td>Complete</td>
<td>AK Deferred Deposit Advance Branch License</td>
<td>Change to Branch Manager Disclosure Question(s) Amendment Items</td>
</tr>
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<td></td>
<td>Changing a Response from Yes to No: When changing a Disclosure Question response from Yes to No for the Branch Manager, 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 the Branch Manager. You must also upload a document (PDF) related to the explanation. See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</td>
<td>NMLS</td>
</tr>
</tbody>
</table>