TN Check Casher License
New Application Checklist (Branch)

CHECKLIST SECTIONS
- General Information
- License Fees
- Requirements Completed in NMLS
- Requirements/Documents Uploaded in NMLS
- Requirements Submitted Outside of NMLS

GENERAL INFORMATION

Who is required to have this license?
This license should only be applied for by a company that also holds or is applying for a Tennessee Department of Financial Institutions (TN) TN Check Casher Company License.

Activities Authorized Under This License
This license authorizes the following activities...
- Check Cashing

Pre-Requisites for License Applications
- None

Tennessee Department of Financial Institutions issue paper licenses for this license type.

Document Uploads
Documents that must be uploaded to the Document Uploads section of the Branch Form (MU3) in NMLS are indicated in the checklist below. When uploading documents:
- Follow the guidance in Document Upload Descriptions and Examples.
- Only upload documents relevant to the company application.
- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded that should not be, you will be contacted by your regulator and asked to remove them from NMLS.
- Do not upload the same company documents multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents (e.g., Surety Bonds), be sure to indicate the applicable state.
Helpful Resources

- Branch Form (MU3) Filing Quick Guide
- Document Upload Descriptions and Examples
- Payment Options Quick Guide
- License Status Definitions Quick Guide

Agency Contact Information

Contact Tennessee Department of Financial Institutions, Compliance Division licensing staff by phone at (615) 253-6714 or send your questions via email to ask.licensing@tn.gov for additional assistance.

For U.S. Postal Service & Overnight Delivery:

Tennessee Department of Financial Institutions
Compliance Division
Tennessee Tower, 26th Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243

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.
**LICENSE FEES** - Fees collected through NMLS are not REFUNDABLE or TRANSFERABLE.

<table>
<thead>
<tr>
<th>Complete</th>
<th>TN Check Casher Branch License</th>
<th>Submitted via...</th>
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<tbody>
<tr>
<td></td>
<td>TN Application Fee: $625</td>
<td>NMLS (Filing submission)</td>
</tr>
<tr>
<td></td>
<td>NMLS Initial Processing Fee: $0</td>
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**REQUIREMENTS COMPLETED IN NMLS**

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<td></td>
<td><strong>Submission of Branch Form (MU3):</strong> Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.</td>
<td>NMLS</td>
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|          | **Other Trade Names:** If this branch is operating under a name that is different from the applicant’s legal name, that name (“Trade Name”, “Assumed Name” or “DBA”) must be listed under the Other Trade Names section of both the Branch Form (MU3) and the Company Form (MU1). TN does not limit the number of other trade names.  
If operating under an “Other Trade Name”, upload document(s) regarding ability to do business under that trade name.  
This document should be named [State-License Type] Trade Name – Assumed Name. | NMLS  
Upload in NMLS: under the Document Type Trade Name/Assumed Name Registration Certificates in the Document Uploads section of the Company Form (MU1). |
|          | **Branch Manager:** A Branch Manager must be designated for each licensed location. A Branch Manager is defined as an individual whose principal office is physically located in, who is in charge of, and who is responsible for the business operations of a branch office. | NMLS |
|          | **Branch Manager (MU2) Attestation:** Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable branch manager before it is able to be submitted along with the Branch Form (MU3). | NMLS |
| Note     | **Credit Report:** Branch Managers are NOT required to authorize a credit report through NMLS. | N/A |
| **Note** | **MU2 Individual FBI Criminal Background Check Not Required Through NMLS:** Branch Managers are NOT required to authorize a FBI criminal background check (CBC) through NMLS. | N/A |
### REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

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No branch documents are required to be uploaded into NMLS for this license/registration at this time.

### INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS

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No individual (MU2) documents are required to be uploaded into NMLS for this license/registration at this time.

### REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

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No items are required to be submitted outside of NMLS for this license/registration at this time.