CHECKLIST SECTIONS
- General Information
- Requirements Completed in NMLS
- Requirements Submitted Outside of NMLS

GENERAL INFORMATION

Instruction
1. File the surrender request through NMLS not later than 15 days after the date a licensee ceases to engage in consumer collection activity in this state for any reason.
2. There is no fee to surrender.
3. No surrender shall be effective until accepted by the Commissioner.
4. Prerequisite for surrender – see checklist below.
5. We may request additional information upon review of your surrender; watch your email for such requests.

Helpful Resources
- Company License Surrender Requests Quick Guide
- License Status Review & Definitions Quick Guide

Agency Contact Information
Contact Consumer Credit staff by phone at (860) 240-8225 or send your questions via email to dob.ccl@ct.gov for additional assistance.

For U.S. Postal Service & Overnight Delivery:
Connecticut Department of Banking
Consumer Credit
260 Constitution Plaza
Hartford, CT 06103-1800
<table>
<thead>
<tr>
<th>NMLS ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensee Legal Name</td>
</tr>
</tbody>
</table>

### REQUIREMENTS COMPLETED IN NMLS

<table>
<thead>
<tr>
<th>Complete</th>
<th>CT Consumer Collection Agency Branch License</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Submission of Surrender Request through Branch Form (MU3): Request the surrender of the license through NMLS. See the Company License Surrender Requests Quick Guide for instructions.</td>
<td>NMLS</td>
</tr>
<tr>
<td>Note</td>
<td>If this branch surrender request is in connection with the company terminating its Connecticut business (e.g., will be closing the main office and all associated branches licensed in Connecticut), the company must refer to the Main Office Surrender Checklist and complete the requirements therein.</td>
<td>Email to Connecticut Department of Banking</td>
</tr>
<tr>
<td>Note</td>
<td>If this branch surrender request is not in connection with the company terminating its Connecticut business (e.g., other offices will remain Connecticut licensed), provide written identification of the office that will be handling the work presently handled by the branch requesting surrender. This information should be emailed to <a href="mailto:dob.ccl@ct.gov">dob.ccl@ct.gov</a>. If this branch surrender request is not in connection with the company terminating its Connecticut business (e.g., other offices will remain Connecticut licensed) and the branch was bonded through the Main Office bond, the Main Office will need to upload and mail a surety bond rider that reflects the removal of the branch. <strong>Note:</strong> The original rider must also be mailed to the Department at the address provided above.</td>
<td>If applicable: Upload in NMLS under the Document Type Surety Bond in the Document Uploads section of the Company Form (MU1). AND Mail to Connecticut Department of Banking</td>
</tr>
</tbody>
</table>