CHECKLIST SECTIONS

- General Information
- Amendments

GENERAL INFORMATION

Instructions
When making changes to your record in NMLS, MS Department of Banking and Consumer Finance 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 Consumer Finance Division licensing staff by phone at 601-321-6901 or send your questions via email to consumer@dbcf.ms.gov for additional assistance.

For U.S. Postal Service:
Consumer Finance Division
P.O. Box 12129
Jackson, MS 39236

For Overnight Delivery:
Consumer Finance Division
4780 I-55 North, Fifth Floor
Jackson, MS 39211

Updated: 10/29/2019
AMENDMENTS

- Change of Branch Address
- Addition or Modification of Other Trade Name
- Deletion of Other Trade Name
- Change of Branch Manager
- 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.
**Complete** | **MS Credit Availability License** | **Submitted via...**
--- | --- | ---
**Change of Branch Address Amendment Items** | |

| | **Change of Branch Address:** Submit an ACN for a change of Branch Address through the Branch Form (MU3) in NMLS. 30 Days notice must be provided for this change. | NMLS |
| Note | **Change of Branch Address:** $0 per license  
Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. | N/A |
| | **Surety Bond Rider:** Upload Credit Availability surety bond rider (or new bond if applicable) that reflects the entity’s new branch address. The name of the principal insured on the bond must match exactly the full legal name of licensee, including any Other Trade Names.  
*If a new surety bond is needed, use the Surety Bond Form found here.* | Upload in NMLS: under the Document Type Surety Bond in the Document Uploads section of the Branch Form (MU3). |

**Complete** | **MS Credit Availability License** | **Submitted via...**
--- | --- | ---
**Addition or Modification of Other Trade Name Amendment Items** | |

| | **Addition or Modification of Other Trade Name:** Submit an amendment for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS.  
**Note:** When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1). | NMLS |
| Note | **Addition of Other Trade Name Fee:** $0 per license  
Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. | N/A |

**Complete** | **MS Credit Availability License** | **Submitted via...**
--- | --- | ---
**Deletion of Other Trade Name Amendment Items** | |

| | **Deletion of Other Trade Name:** Submit an amendment for deletion of an Other Trade Name through the Branch Form (MU3) in NMLS.  
**Note:** If the Other Trade Name being deleted from the Branch Form (MU3) will no longer be in use by the company, it must also be deleted from the Company Form (MU1). | NMLS |
### Complete MS Credit Availability License Change of Branch Manager Amendment Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<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.</td>
<td>NMLS</td>
</tr>
<tr>
<td><strong>Note</strong>&lt;br&gt;Change of Branch Manager Fee: $0 per license&lt;br&gt;Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Note</strong>&lt;br&gt;Credit Reports: Credit Reports and authorizations for credit report through NMLS are not required.</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Note</strong>&lt;br&gt;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.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Complete MS Credit Availability License Change to Branch Manager Disclosure Question(s) Amendment Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<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><strong>Changing a Response from No to Yes:</strong> Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes” for the Branch Manager. &lt;br&gt;See the <a href="#">Individual Disclosure Explanations Quick Guide</a> and the Disclosure Explanations - Document Upload Quick Guide for instructions.</td>
<td>Upload in NMLS in the Disclosure Explanations section of the Individual Form (MU2).</td>
</tr>
<tr>
<td><strong>Changing a Response from Yes to No:</strong> 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. &lt;br&gt;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. &lt;br&gt;See the <a href="#">Individual Disclosure Explanations Quick Guide</a> and the Disclosure Explanations - Document Upload Quick Guide for instructions.</td>
<td>NMLS</td>
</tr>
</tbody>
</table>