



## Company New Application Checklist Agency Requirements



### IOWA DEBT MANAGEMENT LICENSE

This document includes instructions for a company (corporation location) new application request. If you need to complete a new application for a branch location, refer to the appropriate new application checklists.

Total License costs: \$100 application fee plus a \$250 license fee, including the NMLS processing fee. Fees collected through the NMLS ARE NOT REFUNDABLE.

**Use the checklist below to complete the requirements for the Iowa Division of Banking.**

The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that must be sent outside NMLS.

For help with the NMLS application, see the [Quick Guide for submitting a complete Company Form](#) filing through NMLS.

Agency specific requirements marked **Filed in NMLS** must be completed and/or uploaded in NMLS; this information will not be viewable to the agency until the application has been submitted through NMLS.

For help with document uploads, see the [Quick Guide for document upload in NMLS](#)

**Note:** Financial statements are uploaded separately under the Filing tab, “Financial Statement” submenu. All other documents are uploaded in the Filing tab under the “Document Upload” section of the company form.

Agency specific requirements marked **Attached** on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

*For U.S. Postal Service or Overnight Delivery Send to:  
Iowa Division of Banking  
200 E. Grand Avenue, Suite 300  
Des Moines, Iowa 50309*

NMLS **Company** Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	IOWA DEBT MANAGEMENT LICENSE
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Other Trade Name:</b> Debt Management licensees are prohibited from using more than one trade name, fictitious name or dba for each license obtained. Therefore, please be advised that applicants may not list more than one name in the “Other Trade Names” section on the NMLS Company Form for Iowa.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Resident/Registered Agent:</b> The Resident/Registered Agent section of the NMLS Company Form should be completed with the information currently on record with the Iowa Division of Banking.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Bank Account:</b> Bank account information is not required; this field can be left blank on the company form. <b>OR</b> Bank account information must be completed with company’s Letter/Line of Credit, Operating, and/or Trust Primary accounts.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Qualifying Individual:</b> Qualifying Individual field <b>does not</b> require an individual. This field can be left blank on the NMLS Company Form.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Disclosure Questions:</b> Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Financial Statements:</b> Upload a financial statement prepared by a Certified Public Accountant or certified by an executive officer in accordance with Generally Accepted Accounting Principles dated within 90 days of your fiscal year end. Financial statements should include a Balance Sheet, Income Statement and Statement of Cash Flows and all relevant notes thereto. If applicant is a start-up company, only an initial Statement of Condition is required.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Business Plan:</b> Upload a business plan outlining marketing strategy, products, target markets and operating structure the applicant intends to employ.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Certificate of Authority/Good Standing Certificate:</b> Upload a state-issued document issued by the Iowa Secretary of State’s office demonstrating that the corporation or limited liability company (LLC) exists or is authorized to do business in the state.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Debt Management Agreement:</b> Upload a copy of the debt management agreement between the company and consumer.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Document Samples:</b> Upload copies of documents used in the regular course of business in connection with certain license types as required by Iowa (e.g. disclosure form).

FILED IN NMLS	ATTACHED	NOT APPLICABLE	IOWA DEBT MANAGEMENT LICENSE
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Formation Document:</b> Upload a certified copy of:</p> <ul style="list-style-type: none"> <li>• The Corporate Charter or Articles of Incorporation (if a corporation), or</li> <li>• The Articles of Organization and Operating Agreement (if a Limited Liability Company), or</li> <li>• The Partnership Agreement (if a partnership of any form).</li> </ul>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Management Chart:</b> Upload an organizational chart showing the applicant's divisions, officers, and managers.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Organizational Chart/Description:</b> Upload an organizational chart if applicant is owned by another entity or entities or person, or has subsidiaries or affiliated entities.</p>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Surety Bond:</b> Submit an Electronic Surety Bond via NMLS in the amount of \$25,000 furnished and submitted by a surety company authorized to conduct business in Iowa.</p> <p>See the <a href="#">ESB Adoption Table</a> and the <a href="#">ESB for NMLS Licensees page</a> of the NMLS Recourse Center for more information.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Trust Account Authorization:</b> Upload authorization allowing examination of trust accounts used for the purpose of holding funds belonging to others.</p>

Iowa will review the filing and all required documents and communicate with you through NMLS. To review your status or see detailed communication from the regulator, click on the Composite View tab and then click on View License/Registration in NMLS see ([License Status Quick Guide](#)) for instruction.

**WHO TO CONTACT** – Contact the Iowa Division of Banking Finance Bureau licensing staff by phone at 515-281-4014, or send your questions via e-mail to [fblicensing@idob.state.ia.us](mailto:fblicensing@idob.state.ia.us) for additional assistance.

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 THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.