



# IL Sales Finance Agency License Amendment Checklist (Company)

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## CHECKLIST SECTIONS

- [General Information](#)
- [Amendments](#)

## GENERAL INFORMATION

### Instructions

#### Instructions

When making changes to your record in NMLS, Illinois Department of Financial & Professional Regulation 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](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

#### Agency Contact Information

Contact *Illinois Department of Financial & Professional Regulation* licensing staff by phone at [\(312\) 814-5145](tel:3128145145) or send your questions via email to [FPR.ConsumerCredit@illinois.gov](mailto:FPR.ConsumerCredit@illinois.gov) for additional assistance.

*For U.S. Postal Service & Overnight Delivery:*

*Illinois Department of Financial & Professional Regulation  
Division of Financial Institutions  
Consumer Credit Section  
100 W. Randolph St. Suite 9-100  
Chicago, IL 60601*

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.

## AMENDMENTS

- [Change of Legal Name](#)
  - Change of Legal Name: \$300 per license
- [Change of Main Address](#)
  - Change of Main Address: \$300 per license. See below for more information.
- [Addition or Modification of Other Trade Name](#)
  - Addition of Other Trade Names: \$300 per license
- [Deletion of Other Trade Name](#)
  - Deletion of Other Trade Name: \$300 per license
- [Change of Legal Status](#)
- [Addition or Modification of Affiliates/Subsidiaries](#)
- [Addition or Modification of Direct Owners/Executive Officers](#)
- [Addition or Modification of Indirect Owners](#)
- [Change of 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 filing through NMLS.

NMLS ID Number	
Licensee Legal Name	

Complete	IL Sales Finance Agency License Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change of Legal Name:</b> Submit an amendment for a change of Legal Name through the Company Form (MU1) in NMLS within 15 days of the change occurring.	<b>NMLS</b>
<input type="checkbox"/>	<b>Change of Legal Name Fee:</b> \$300 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	<b>NMLS (Filing submission)</b>
<input type="checkbox"/>	<b>Return Original License:</b> Company is required to return its license to this agency.	<b>Mail to IDFPR</b>
<input type="checkbox"/>	<b>Certificate of Authority/Good Standing Certificate:</b> Upload a copy of the Amended Articles of Incorporation, if the licensee is a corporation, or amended organization papers, if the licensee is an entity other than a corporation. Must be filed with the Secretary of State in IL.	<b>Upload in NMLS:</b> under the Document Type <u>Certificate of Authority/Good Standing Certificate</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

<b>NMLS ID Number</b>	
<b>Licensee Legal Name</b>	

<b>Complete</b>	<b>IL Sales Finance Agency License Change of Main Address Amendment Items</b>	<b>Submitted via...</b>
<input type="checkbox"/>	<b>Change of Main Address:</b> Submit an ACN for a change of Main (Corporate) Address through the Company Form (MU1) in NMLS at least ten (10) days prior to the relocation.	<b>NMLS</b>
<input type="checkbox"/>	<b>Change of Main Address (Licensed Headquarters Only):</b> \$300 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. <b>Note:</b> This fee will only be charged if the headquarters or principal location is a licensed location. This fee will be invoiced through NMLS after the change is submitted.	<b>NMLS (Agency Fee Invoice)</b>
<input type="checkbox"/>	<b>Return Original License:</b> Company is required to return its license to this agency.	<b>Mail IDFP</b>

Complete	IL Sales Finance Agency License Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Other Trade Name:</b> Submit an amendment for an addition of or change to an Other Trade Name through the Company Form (MU1) in NMLS within 15 days of the change occurring.	NMLS
<input type="checkbox"/>	<b>Addition of Other Trade Name</b> \$300 per license. Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	NMLS
<input type="checkbox"/>	<b>Application to Adopt, Change, or Cancel, an Assumed Name, from the Secretary of State Filing:</b> When adding a new other trade name, upload <i>Copy of Application to Adopt, Change, or Cancel, an Assumed Name, from the Secretary of State</i> in IL regarding ability to do business under that trade name. This document should be named <i>[SFAA] Trade Name – Assumed Name</i> .	<b>Upload in NMLS:</b> under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

Complete	IL Sales Finance Agency License Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Deletion of Other Trade Name:</b> Submit an amendment for deletion of an Other Trade Name through the Company Form (MU1) in NMLS within 15 days of the change occurring. If deleting an Other Trade Name, this name must be removed from the <i>Other Trade Names</i> section of the Company Form (MU1).	NMLS
<input type="checkbox"/>	<b>Deletion of Other Trade Name:</b> \$300 Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	NMLS (Agency Fee Invoice)
<input type="checkbox"/>	<b>Application to Adopt, Change, or Cancel, an Assumed Name, from the Secretary of State Filing:</b> When adding a new other trade name, upload <i>Copy of Application to Adopt, Change, or Cancel, an Assumed Name, from the Secretary of State</i> in IL regarding ability to do business under that trade name. This document should be named <i>[SFAA] Trade Name – Assumed Name</i> .	<b>Upload in NMLS:</b> under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

Complete	IL Sales Finance Agency License Change of Legal Status Amendment Items	Submitted via...
<p><b>Note:</b> In many cases, a change to the Fiscal Year End, Legal Status, and State or Date of Formation indicates a new entity has been formed and a new NMLS record is required. This includes the creation of a new NMLS account and submission of a new Company Form (MU1).</p>		
<input type="checkbox"/>	<p><b>Change of Legal Status:</b> Submit an amendment for a change in Legal Status within the Company Form (MU1) in NMLS within 15 days of the change occurring.</p>	<p><b>NMLS</b></p>

Complete	IL Sales Finance Agency License Addition or Modification of Affiliates/Subsidiaries Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Addition or Modification of Affiliates/Subsidiaries:</b> Submit an amendment for an addition or change in Affiliates/Subsidiaries within the Company Form (MU1) in NMLS within 15 days of the change occurring.</p>	<p><b>NMLS</b></p>

Complete	IL Sales Finance Agency License Addition or Modification of Direct Owners/Executive Officers Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Addition or Modification of Direct Owners/Executive Officers:</b> Submit an amendment for an addition or change in Direct Owners/Executive Officers within the Company Form (MU1) in NMLS within 15 days of the change occurring.</p> <p><b>Note:</b> Upon notification, the Director may require all information he or she considers necessary to determine if a new application is required. A licensee that is an entity other than a corporation shall submit a new application to the Director seeking prior approval whenever a person proposes to become a controlling person or acquire an ownership interest.</p>	<p><b>NMLS</b></p>
<input type="checkbox"/>	<p><b>Complete Individual Form (MU2):</b> The following individuals must be listed in the appropriate section of the Company Form (MU1) Form and complete and submit the Individual Form (MU2).</p> <ul style="list-style-type: none"> <li>a) the proprietor, if the applicant is an individual</li> <li>b) every partner, if the applicant is a partnership</li> <li>c) the President, Secretary, Executive and Senior Vice Presidents, Directors and individuals owning more than 25% of the corporate stock, if the applicant is a corporation; and</li> <li>d) the manager, if the applicant is a limited liability company</li> </ul>	<p><b>NMLS</b></p>

Complete	IL Sales Finance Agency License Addition or Modification of Direct Owners/Executive Officers Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Credit Report:</b> Individuals in a position of <a href="#">control</a> are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS. This authorization is made when the Individual Form (MU2) is submitted as part of the Company Form (MU1).</p> <p>The following individuals must authorize a credit report through NMLS.</p> <ul style="list-style-type: none"> <li>a) the proprietor, if the applicant is an individual</li> <li>b) every partner, if the applicant is a partnership</li> <li>c) the President, Secretary, Executive and Senior Vice Presidents, Directors and individuals owning more than 25% of the corporate stock, if the applicant is a corporation; and</li> <li>d) the manager, if the applicant is a limited liability company</li> </ul>	<p><b>NMLS</b></p>

Complete	IL Sales Finance Agency License Addition or Modification of Indirect Owners Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Addition or Modification of Indirect Owners:</b> Submit an amendment for an addition or change in Indirect Owners within the Company Form (MU1) in NMLS within 15 days of the change occurring.</p> <p><b>Note:</b> Upon notification, the Director may require all information he or she considers necessary to determine if a new application is required. A licensee that is an entity other than a corporation shall submit a new application to the Director seeking prior approval whenever a person proposes to become a controlling person or acquire an ownership interest.</p>	<p><b>NMLS</b></p>
<input type="checkbox"/>	<p><b>Complete Individual Form (MU2):</b> The following individuals must be listed in the appropriate section of the Company Form (MU1) Form and complete and submit the Individual Form (MU2).</p> <ul style="list-style-type: none"> <li>e) the proprietor, if the applicant is an individual</li> <li>f) every partner, if the applicant is a partnership</li> <li>g) the President, Secretary, Executive and Senior Vice Presidents, Directors and individuals owning more than 25% of the corporate stock, if the applicant is a corporation; and</li> <li>h) the manager, if the applicant is a limited liability company</li> </ul>	<p><b>NMLS</b></p>

Complete	IL Sales Finance Agency License Addition or Modification of Indirect Owners Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Credit Report:</b> Individuals in a position of <a href="#">control</a> are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS. This authorization is made when the Individual Form (MU2) is submitted as part of the Company Form (MU1).</p> <p>The following individuals must authorize a credit report through NMLS.</p> <ul style="list-style-type: none"> <li>e) the proprietor, if the applicant is an individual</li> <li>f) every partner, if the applicant is a partnership</li> <li>g) the President, Secretary, Executive and Senior Vice Presidents, Directors and individuals owning more than 25% of the corporate stock, if the applicant is a corporation; and</li> <li>h) the manager, if the applicant is a limited liability company</li> </ul>	<p><b>NMLS</b></p>

Complete	IL Sales Finance Agency License Change of Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Change of Disclosure Question(s):</b> Submit an amendment for a change to Disclosure Question response(s) through the Company Form (MU1) in NMLS.</p>	<p><b>NMLS</b></p>
<input type="checkbox"/>	<p><b>Changing a Response from No to Yes:</b> Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes” for company or each control person.</p> <p>See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.</p>	<p><b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).</p>
<input type="checkbox"/>	<p><b>Changing a Response from Yes to No:</b> When changing a Disclosure Question response from Yes to No, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason.</p> <p>You may select “Add Explanation For “No” Responses” and provide an explanation for each response that changes from “Yes” to “No” for company or each control person. You may also upload a document (PDF) related to the explanation.</p> <p>See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.</p>	<p><b>NMLS</b></p>