Instructions

1. Licensee must notify the Kansas OSBC through the NMLS within 10 business days of ceasing Kansas business and surrender their license.

2. Mortgage Loan Originators sponsored by this licensee will be moved into an Approved-Inactive status as of the date of surrender of the company license.

3. Any Mortgage Company branches of this licensee currently in Active status will be moved to a Terminated-Surrendered/Cancelled status as of the date of surrender of the company license.

4. Licensee must submit the information required on the checklist below to the Kansas OSBC with a copy of this checklist within 15 days of the electronic submission of your company surrender request through the NMLS. Information may be sent via email to licensing@osbckansas.org or mailed to the following address:

   For U.S. Postal Service and Overnight Delivery Send to:
   Kansas Office of the State Bank Commissioner
   Division of Consumer and Mortgage Lending
   700 SW Jackson St., Suite 300
   Topeka, KS  66603
NMLS Unique ID Number: ____________________
Licensee Legal Name: _________________________

<table>
<thead>
<tr>
<th>ATTACHED</th>
<th>ITEM</th>
</tr>
</thead>
</table>

**REPORT DUE UPON SURRENDER TO IDENTIFY SURRENDER REASON AND MORTGAGE LOAN ACTIVITIES CONDUCTED.** See the requested items detailed below. The requested information and recent activity report(s) should be sent to the OSBC licensing@osbckansas.org or mailed to the address above.

1. **DETAILED EXPLANATION:** Provide a detailed explanation of the reason for your company’s license surrender.

2. **MORTGAGE CALL REPORTS (MCRs):** Ensure your company has completed all available MCRs in NMLS.

3. **ANNUAL REPORTING REQUIREMENT:** Based on your company’s MCR category outlined below, complete the following:
   a. **Expanded MCR Filers** – If your company files the Expanded MCR, check this box ☐. No additional annual report is required.
   b. **Standard MCR Filers (no Servicing or Mortgage Loan Purchasing)** – If your company files the Standard MCR and does not engage in Kansas mortgage servicing or purchasing nor notates such Kansas activities in NMLS MU1 filings, then check this box ☐. No additional annual report is required.
   c. **Standard MCR Filers (Servicing and/or Mortgage Loan Purchasing)** – If your company files the Standard MCR and engages in Kansas mortgage servicing or purchasing or notates such Kansas activities in NMLS MU1 filings, check this box ☐. Complete the following:
      - Prior Calendar Year: If you are surrendering between January 1st and March 31st and have not yet completed a limited annual report for the prior year, see the following website for the applicable form: [http://www.osbckansas.org/cml/applications.html](http://www.osbckansas.org/cml/applications.html)
      - Year-to-Date: Complete the “YTD Limited Report Upon Surrender” to report your company’s recent Kansas mortgage loan servicing activities.

This request is an official request for information pursuant to K.S.A. 9-2209. Your company must respond to this request via email to licensing@osbckansas.org within fifteen (15) days from the requested surrender date in NMLS. Failure to respond may result in legal action taken against your company.

**WHO TO CONTACT** – For jurisdiction specific questions concerning licensure, contact the Kansas Office of the State Bank Commissioner, Division of Consumer and Mortgage Lending at 785-296-2266 or send questions via email to: licensing@osbckansas.org

**YOU ARE NOT AUTHORIZED TO ENGAGE IN MORTGAGE ACTIVITIES IN THE STATE OF KANSAS UNTIL YOU HAVE RECEIVED APPROVAL FROM THE KANSAS OFFICE OF THE STATE BANK COMMISSIONER. THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.**