LA Check Casher Branch License Amendment Checklist (Branch)

CHECKLIST SECTIONS
- General Information
- Amendments

GENERAL INFORMATION

Instructions
When making changes to your record in NMLS, Louisiana Office of Financial Institutions (LA) 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 Louisiana Office of Financial Institutions, Non-depository Division licensing staff by phone at (225) 925-4660 or send your questions via email to nmls@ofi.louisiana.gov for additional assistance.

For U.S. Postal Service:
Louisiana Office of Financial Institutions
Non-depository Division
8660 United Plaza Blvd, 2nd Floor
Baton Rouge, LA 70809

For Overnight Delivery:
Louisiana Office of Financial Institutions
Non-Depository Division
P.O. Box 94095
Baton Rouge, LA 70804-9095

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 Branch Address**
  - Change of Branch Address: $50 per license

- **Addition or Modification of Other Trade Name**
  - Addition of Other Trade Names: $50 per license

- **Deletion of Other Trade Name**

- **Change of Branch Manager**

- **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.
Complete | LA Check Casher Branch License | Change of Branch Address Amendment Items | Submitted via...
--- | --- | --- | ---
| | 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
| | Change of Branch Address: $50 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. | | NMLS
| | Return Original License: Company is required to return its branch license to this agency. | | Mail to OFI
| | Official Gaming Statement: Please complete the [Official Gaming Statement](#) for each location and upload onto the NMLS. | | Email to [nmls@ofi.louisiana.gov](mailto:nmls@ofi.louisiana.gov) or Mail to OFI
### Addition or Modification of Other Trade Name Amendment Items

**Addition or Modification of Other Trade Name**:
Submit an ACN for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS. 30 days’ notice must be provided for this change.

**Note**: When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1).

<table>
<thead>
<tr>
<th>Complete</th>
<th>LA Check Casher Branch License</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Addition or Modification of Other Trade Name</strong></td>
<td>NMLS</td>
</tr>
<tr>
<td></td>
<td><strong>Addition of Other Trade Name Fee</strong>: $50 per license</td>
<td>NMLS (Filing submission)</td>
</tr>
<tr>
<td></td>
<td>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Other Trade Name</strong>: If operating under a name that is different from the applicant’s legal name, that name (&quot;Trade Name&quot;, &quot;Assumed Name&quot; or &quot;DBA&quot;) must be listed under the Other Trade Names section of the Company Form (MU1). Office of Financial Institutions does not limit the number of other trade names.</td>
<td>NMLS</td>
</tr>
<tr>
<td></td>
<td>If operating under an &quot;Other Trade Name&quot;, upload a copy of the Secretary of State certificate regarding the ability to do business under that trade name. Sole Proprietors may upload a copy of the Clerk of Court certificate or a Secretary of State certificate.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This document should be named <em>Louisiana Check Casher Trade Name – Assumed Name</em>.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: This requirement must also be completed if the company is a Sole Proprietorship.</td>
<td></td>
</tr>
</tbody>
</table>

### Deletion of Other Trade Name Amendment Items

**Deletion of Other Trade Name**:
Submit an ACN for a deletion 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).

<table>
<thead>
<tr>
<th>Complete</th>
<th>LA Check Casher Branch License</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Deletion of Other Trade Name</strong></td>
<td>NMLS</td>
</tr>
</tbody>
</table>

---

Updated: 8/21/2017
<table>
<thead>
<tr>
<th>Complete</th>
<th>LA Check Casher Branch License</th>
<th>Change to Branch Manager Disclosure Question(s) Amendment Items</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<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>
<td></td>
</tr>
</tbody>
</table>
| **Note** | **Change of Branch Manager Fee**: $0 per license  
Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. | N/A | |
| **Note** | **Credit Report**: Credit Reports and authorizations for credit report through NMLS are not required. | N/A | |
| **Note** | **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. | N/A | |
| □        | **Change of Disclosure Question(s)**: Submit an amendment for a change to Disclosure Question response(s) through the Branch Manager’s Individual Form (MU2) in NMLS. | NMLS | |
| □        | **Changing a Response from No to Yes**: Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes” for the Branch Manager.  
| □        | **Changing a Response from Yes to No**: 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.  
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.  