CHECKLIST SECTIONS

- General Information
- Requirements Completed in NMLS
- Requirements Submitted Outside of NMLS

GENERAL INFORMATION

Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. Submit the FINAL Massachusetts Debt Collector Annual Report Form to the Division of Banks.
4. We may request additional information upon review of your surrender; watch your email for such requests.

Help Resources

- Company License Surrender Requests Quick Guide
- License Status Review & Definitions Quick Guide

Agency Contact Information

Contact Massachusetts Division of Banks licensing staff by phone at (617) 956-1500, Ext. 61479 or send your questions via email to NMLS@mass.gov for additional assistance.

\[For\ U.S.\ Postal\ Service:\\\n Massachusetts\ Division\ of\ Banks\\n Attn:\ NDIS-\ Debt\ Collector\ Licensing\ Unit\\n 1000\ Washington\ Street\\n 10^{th}\ Floor\\n Boston,\ Massachusetts\ 02118-2218\]
### REQUIREMENTS COMPLETED IN NMLS

<table>
<thead>
<tr>
<th>Complete</th>
<th>MA Debt Collector License</th>
<th>Submitted via…</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Submission of Surrender Request through Company Form (MU1):</strong> Request the surrender of the license through the submission of the Company Form (MU1). See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions.</td>
<td>NMLS</td>
</tr>
</tbody>
</table>

### REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

<table>
<thead>
<tr>
<th>Complete</th>
<th>MA Debt Collector License</th>
<th>Submitted via…</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Final Annual Report:</strong> The Licensee’s <a href="#">FINAL Massachusetts Debt Collector Annual Report</a> must be filed no later than thirty (30) days of notice through NMLS of the surrender of the license. This information must be sent outside of NMLS, directly to the Massachusetts Division of Banks using the method indicated.</td>
<td>Email to Division of Banks: <a href="mailto:DOB.DCAnnualReport@mass.gov">DOB.DCAnnualReport@mass.gov</a></td>
</tr>
</tbody>
</table>