Instructions

1. The following amendments require items to be sent to Massachusetts outside the NMLS:
   - Legal Name change
   - Main Address change
   - Other Business Name change

2. Amendment Fees:
   - The main address amendment fee is $200.

3. All fees are collected through the NMLS and ARE NOT REFUNDABLE.

4. Jurisdiction-specific requirements as identified on the checklist below must be received with this checklist within 5 business days of the electronic submission of your amendment filing through the NMLS at the following:

   Massachusetts Division of Banks
   Attn: Mortgage Licensing Unit
   1000 Washington Street
   10th floor
   Boston, MA 02118-2218
**FILED IN NMLS** | **ATTACHED** | **NOT APPLICABLE** | **ITEM**
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**NAME CHANGE REQUIREMENTS:**

- **☐** N/A **☐** **☐** Amend name in the “Entity Name” field of the “Identifying Information” section of Form MU1. Please be advised that the name change may trigger a corresponding amendment requirement in the “Legal Status” section of Form MU1.

- **☐** **☐** **☐** **SECRETARY OF STATE DOCUMENTATION.** Provide all relevant name change documentation from the Secretary of State(s) office(s) to verify the registrant’s legal name has been properly amended with its home state and with the Secretary of the Commonwealth. Based on review of the notification, additional documents may be required.

- **N/A** **☐** **☐** **W-9.** Complete the W-9. [Click to download form](#)

**MAIN ADDRESS AMENDMENT REQUIREMENTS:**

- **☐** **☐** **☐** Amend company address in the “Main Address” field of the “Identifying Information” section of Form MU1. The change will trigger a $200.00 change of address fee. Please be advised that you are required to amend any other address fields on Form MU1 that have also changed, however no fee will be charged for those amendments.

- **N/A** **☐** **☐** **ORIGINAL REGISTRATION.** Return the original registration certificate to the Division of Banks. A new registration will be printed and mailed to you.

**OTHER BUSINESS NAME CHANGE REQUIREMENTS:**

- **☐** N/A **☐** Amend trade or fictitious name in the “Other Business Names” section of the Company Form, adding the applicable trade name(s).

- **N/A** **☐** **☐** **ORIGINAL REGISTRATION.** Return the original registration certificate to the Division of Banks. A new registration will be printed and mailed to you.

**ADDITIONAL OTHER TRADE NAME CHANGE REQUIREMENTS:**

- **☐** N/A **☐** Amend trade or fictitious name in the “Other Business Names” section of the Company Form, adding the applicable trade name(s).

- **☐** N/A **☐** All DBAs the licensee intends to utilize in Massachusetts should be listed under the Other Trade Name section of the Company (MU1) Form. It is the applicant’s responsibility to ensure that all names are properly registered with the required municipality or government agency.
If the licensee will be operating under its legal name and just one trade name or DBA designation, listing that trade name in the section mentioned above is sufficient. However, if the licensee will be operating under more than one trade name or DBA designation, separate “Other Trade Name” licenses are required for those names.

To apply to use a second trade name or DBA designation, select a “Third Party Loan Servicer Registration – Other Trade Name #1” license type. To apply to use additional trade names or DBA designations, select additional “Third Party Loan Servicer Registration – Other Trade Name [#]” license types. A licensee may apply for up to 8 “Other Trade Name” licenses per business license. The fees associated with each Other Trade Name license are equal to the Third Party Loan Servicer Registration fees, and all fees collected through NMLS are non-refundable.

WHO TO CONTACT – Contact Division of Banks licensing staff by phone at 617-956-1500 ext. 61480 or send your questions via e-mail to nmls@state.ma.us for additional assistance.

REGISTRANTS ARE RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE REGISTRATION. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.