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. The licensee must submit any documents required on the checklist below with this checklist within 5 business days of the electronic submission of your surrender through the NMLS.

Help Resources

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

Agency Contact Information

Contact Consumer Finance Section by phone at (877) 999-6442 or send your questions via email to difs-fin-info@michigan.gov for additional assistance.

For U.S. Postal Service:
Department of Insurance and Financial Services
Consumer Finance Section
P.O. Box 30220
Lansing, MI 48909-7720

For Overnight Delivery:
Department of Insurance and Financial Services
Consumer Finance Section
530 W. Allegan St., 7th Floor
Lansing, MI 48933

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.
### REQUIREMENTS COMPLETED IN NMLS

<table>
<thead>
<tr>
<th>Complete</th>
<th>MI Consumer Financial Services Class II License</th>
<th>Submitted via...</th>
</tr>
</thead>
</table>
|         | Terminate Authorized Agents (Delegates) Locations: If applicable, prior to submitting the request to surrender the license, submit an updated Uniform Authorized Agent Report with an End Date for each authorized agent/delegate in NMLS.  
See the Authorized Agent Quick Guide for more information.  
**Note:** Failure to upload an Agent’s information and include an End Date when terminating an agent location results in that agent continuing to be registered as active with the state regulator.  
**Note:** This is only required if conducting money transmission services. | NMLS |
|         | Submission of Surrender Request through Company Form (MU1): Request the surrender of the license through the submission of the Company Form (MU1).  
See the Company License Surrender Requests Quick Guide for instructions. | NMLS |

### REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

<table>
<thead>
<tr>
<th>Complete</th>
<th>MI Consumer Financial Services Class II License</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Certificate:</strong> Return the original license certificate that contains the Director’s signature and the gold seal or watermark, as issued by the Department of Insurance and Financial Services. If the license certificate has been lost or misplaced, provide an attestation to that affect.</td>
<td>Mail to Michigan Department of Insurance and Financial Services</td>
</tr>
</tbody>
</table>