MN Electronic Financial Terminal Branch License Amendment Checklist (Branch)

CHECKLIST SECTIONS
- General Information
- Amendments

GENERAL INFORMATION

Instructions

Minnesota Department of Commerce does not require advance notice for any changes; make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

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 Financial Institutions Division licensing staff by phone at (651) 539-1600 or send your questions via email to electronicfinancialterminal.commerce@state.mn.us for additional assistance.

For U.S. Postal Service or Overnight Delivery:
Department of Commerce
Financial Institutions Division
85 7th Place East, Suite 500
St. Paul, MN  55101

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
- Addition or Modification of Other Trade Name
- Deletion of Other Trade Name
- Change of Branch Manager
- Change of Branch Manager 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. Agency-specific requirements that should be emailed or mailed to the agency on the checklist below must be received with the appropriate checklist within five (5) business days of the electronic submission of your submission through the NMLS.
<table>
<thead>
<tr>
<th>Complete</th>
<th>MN Electronic Financial Terminal Branch License</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Change of Branch Address</strong> amendment items</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Change of Branch Address</strong> Submit an amendment for a change of Branch Address through the Branch Form (MU3) in NMLS. The amendment must be filed within 15 days following the date on which the licensee relocates an existing terminal.</td>
<td>NMLS</td>
</tr>
</tbody>
</table>

**Note**

**Change of Branch Address**: $0 per license

Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.

**Surety Bond Rider**: Upload and mail an electronic financial terminal surety bond rider (or new bond if applicable) that reflects the entity’s new branch address. The name of the principal insured on the bond must match exactly the full legal name of licensee, including any Other Trade Names.

If a new surety bond is needed, [click here to access the bond form](#).

**Branch Written Agreement**: Branch Written Agreement must be uploaded related to this change type.

**Upload in NMLS**: under the Document Type Surety Bond in the Document Uploads section of the Branch Form (MU3).

**AND**

Mail to Department of Commerce
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>Addition or Modification of Other Trade Name Amendment Items</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Addition of Other Trade Name</strong>: Submit an amendment for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS.</td>
<td>NMLS</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1).</td>
<td></td>
</tr>
<tr>
<td>Note</td>
<td><strong>Addition of Other Trade Name Fee</strong>: $0 per license</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</td>
<td></td>
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<tr>
<td></td>
<td><strong>Trade Name/Assumed Name Registration Certificates</strong>: Trade Name/Assumed Name Registration Certificates must be submitted related to this change type.</td>
<td>Upload in NMLS:</td>
</tr>
<tr>
<td></td>
<td>Certificate of Assumed Name registration form filed with the Minnesota Secretary of State must be uploaded.</td>
<td>under the Document Type Trade Name/Assumed Name Registration Certificates in the Document Uploads section of the Branch Form (MU3).</td>
</tr>
</tbody>
</table>

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<tbody>
<tr>
<td></td>
<td><strong>Deletion of Other Trade Name Amendment Items</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Deletion of Other Trade Name</strong>: Submit an amendment for deletion of an Other Trade Name through the Branch Form (MU3) in NMLS.</td>
<td>NMLS</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: 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).</td>
<td></td>
</tr>
</tbody>
</table>
**Complete** | **MN Electronic Financial Terminal Branch License**  
**Change of Branch Manager Amendment Items**  
Submitted via...  
--- | --- | ---  
| | **Addition or Modification of Branch Manager:** Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS. | NMLS  
| | **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  

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**Complete** | **MN Electronic Financial Terminal Branch License**  
**Change to Branch Manager Disclosure Question(s) Amendment Items**  
Submitted via...  
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| | **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.  
See the [Individual Disclosure Explanations Quick Guide](#) and the [Disclosure Explanations - Document Upload Quick Guide](#) for instructions. | NMLS