MO Sale of Checks and Money Transmitter License Surrender Checklist (Company)

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. Return your current, original license certificate to the Missouri Division of Finance.

Help Resources

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

Agency Contact Information

Contact Missouri Division of Finance licensing staff by phone at (573) 751-3463 or send your questions via email to connie.street@dof.mo.gov for additional assistance.

For U.S. Postal Service:
Missouri Division of Finance
P.O. Box 716
Jefferson City, MO 65102

For Overnight Delivery:
Missouri Division of Finance
301 W. High Street, Room 630
Jefferson City, MO 65101

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>MO Sale of Checks and Money Transmitter License</th>
<th>Submitted via...</th>
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</table>
|          | **Terminate Authorized Agents (Delegates) Locations:** 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. | 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 |

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**REQUIREMENTS SUBMITTED OUTSIDE OF NMLS**

<table>
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<tbody>
<tr>
<td></td>
<td><strong>Return Current, Original License Certificate:</strong> This information must be sent outside of NMLS, directly to Missouri Division of Finance.</td>
<td>Mail to Missouri Division of Finance, PO Box 716, Jefferson City MO 65102</td>
</tr>
</tbody>
</table>