



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

---

## CHECKLIST SECTIONS

- [General Information](#)
- [License Fees](#)
- [Requirements Completed in NMLS](#)
- [Requirements/Documents Uploaded in NMLS](#)
- [Requirements Submitted Outside of NMLS](#)

## GENERAL INFORMATION

### Transition to NMLS

Companies holding the Missouri Division of Finance Sale of Checks / Money Transmitter license are required to submit a license transition request through NMLS by filing a Company Form (MU1) by April 30, 2019. The Sale of Checks and Money Transmitter License will be available in NMLS to submit the transition request starting March 1, 2019. The transition to NMLS for this license is *required*.

It is important that current licensees have the appropriate transition number available when completing and submitting their Company Form (MU1), so they are not charged a new application fee. Enter your current license number in the format MO-##-####.

Any licensee that needs to amend or surrender a license (or execute any other action previously completed in paper form must complete these actions within NMLS from March 1, 2019 onward. Paper forms will not be accepted after March 1, 2019.

### Activities Authorized Under This License

This license authorizes the following activities...

- Electronic money transmitting
- Issuing traveler's checks
- Issuing money orders
- Bill paying
- Issuing and/or selling drafts
- Issuing prepaid access/stored value

### Document Uploads Guidance

Documents that must be uploaded to the *Document Uploads* section of the Company Form (MU1) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in [Document Upload Descriptions and Examples](#).
- Only upload documents relevant to the company transition.

- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded that should not be, you will be contacted by your regulator and asked to remove them from NMLS.
- Do not upload the same company documents multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents (e.g., Surety Bonds), be sure to indicate the applicable state.

### Helpful Resources

- [Transitioning an Existing Company License Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Individual Form \(MU2\) Filing Quick Guide](#)
- [Financial Statements Quick Guide](#)
- [Payment Options Quick Guide](#)
- [License Status 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  
PO 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.

**LICENSE FEES** - Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.

Complete	MO Sale of Checks and Money Transmitter License	Submitted via...
<input type="checkbox"/>	<p><b>MO License/Registration Transition Fee:</b> \$300</p> <p><b>**This is the 2019 Renewal Fee for the MO Sale of Check and Money Transmitter License. There is <u>no</u> fee to transition.</b></p> <p><b>NMLS Initial Processing Fee:</b> \$0</p>	<p><b>NMLS</b></p>
<input type="checkbox"/>	<p><b>Uniform Authorized Agent Reporting Annual Processing Fee:</b> An annual fee of twenty-five cents (\$0.25) for each active authorized agent/delegate location reported through NMLS is invoiced on November 1st.</p> <p>There is no fee for the first 100 active agents reported (Companies with 100 agents or less are not subject to the UAAR Processing Fee).</p> <p>The fee is capped at \$25,000 per licensee in any one year.</p> <p>The invoiced amount is based on the number of active agents in the system as of August 16th, (day after third quarter reporting deadline).</p> <p>See the <a href="#">Uniform Authorized Agent Reporting Processing Fee Fact Sheet</a> for more information.</p>	<p><b>NMLS (Agency Fee Invoice)</b></p>

REQUIREMENTS COMPLETED IN NMLS		
Complete	MO Sale of Checks and Money Transmitter License	Submitted via...
<input type="checkbox"/>	<p><b>Submission of Company Form (MU1):</b> Complete and submit the Company Form (MU1) in NMLS. This form serves as the transition request for the license/registration through NMLS.</p> <p>See the <a href="#">Transitioning an Existing License Quick Guide</a> for instructions on how to submit the transition request.</p> <p><b><i>When selecting your license in the Company Form (MU1), you will be asked to enter your existing license number. Be sure to enter the current license number, format MO-##-####</i></b></p> <p><b>All current licensees/registrants must transition their license onto NMLS on or before April 30, 2019</b></p>	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Financial Statements:</b> Upload an audited financial statement prepared by a Certified Public Accountant in accordance with Generally Accepted Accounting Principles dated within 90 days of your fiscal year end. Financial statements should include a balance sheet, income statement, and statement of cash flows and all relevant notes thereto. If applicant is a start-up company, only an initial statement of condition is required.</p> <p>The financial statement must illustrate a positive company net worth.</p> <p><b>Note:</b> Financial statements are uploaded separately under the Filing tab and <i>Financial Statement</i> submenu link. See the <a href="#">Financial Statements Quick Guide</a> for instructions.</p>	<b>NMLS</b>

<input type="checkbox"/>	<p><b>Authorized Agents (Delegates) Locations:</b> Upon license transition approval, licensees may use the <a href="#">NMLS Uniform Authorized Agent Reporting (UAAR) functionality</a> to upload a list of agents who are authorized to conduct money transmission business in the state of <i>Missouri</i> on the licensee’s behalf.</p> <p>or;</p> <p>Licensees shall submit a list of agents who are authorized to conduct money transmission business in the state of <i>Missouri</i> on the Licensees’ behalf.</p> <ul style="list-style-type: none"> <li>• Name of Agent</li> <li>• Address of Agent</li> </ul> <p>Once completed, email the spreadsheet to <a href="mailto:connie.street@dof.mo.gov">connie.street@dof.mo.gov</a>.</p>	<p><b>NMLS</b></p>
<input type="checkbox"/>	<p><b>Other Trade Name:</b> If operating under a name that is different from the applicant’s legal name, that name (“Trade Name”, “Assumed Name” or “DBA”) must be listed under the <i>Other Trade Names</i> section of the Company Form (MU1). Missouri Division of Finance does not limit the number of other trade names.</p> <p>If operating under an “Other Trade Name”, upload Missouri Secretary of State’s fictitious name filing regarding ability to do business under that trade name.</p> <p>This document should be named <i>[State-License Type] Trade Name – Assumed Name</i>.</p>	<p><b>NMLS</b></p> <p><b>Upload in NMLS:</b> under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Primary Contact Employees:</b> The following individuals must be entered into the <i>Contact Employees</i> section of the Company Form (MU1).</p> <ol style="list-style-type: none"> <li>1. <b>Primary Company Contact.</b></li> </ol> <p><b>Primary Consumer Complaint Contact.</b></p>	<p><b>NMLS</b></p>
<p>Note</p>	<p><b>Non-Primary Contact Employees:</b> MO does not <b>require</b> any non-primary contacts to be listed in the <i>Contact Employees</i> section of the Company Form (MU1).</p>	<p><b>N/A</b></p>
<input type="checkbox"/>	<p><b>Approvals and Designation:</b> Enter the company’s FinCEN Registration <i>Confirmation Number</i> and <i>Filing Date</i> in the <i>Approvals and Designation</i> section of the Company Form (MU1).</p>	<p><b>NMLS</b></p>
<p>Note</p>	<p><b>Bank Account:</b> Bank account information is not required. The <i>Bank Account</i> section of the Company Form (MU1) can be left blank.</p>	<p><b>N/A</b></p>
<input type="checkbox"/>	<p><b>Disclosure Questions:</b> Provide a complete and detailed explanation and document upload for each “Yes” response to Disclosure Questions made by the company.</p> <p>See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.</p>	<p><b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the Company Form (MU1)</p>

Note	<b>Qualifying Individual:</b> The <i>Qualifying Individual</i> section is not required to be completed for Missouri on the Company Form (MU1).	N/A
<input type="checkbox"/>	<b>Control Person (MU2) Attestation:</b> Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable control person before it is able to be submitted along with the Company Form (MU1).	NMLS
Note	<b>Credit Report:</b> Individuals in a position of control are NOT required to authorize a credit report through NMLS.	N/A
Note	<b>MU2 Individual FBI Criminal Background Check Not Required Through NMLS:</b> Direct Owners/Executive Officers, Indirect Owners, and Qualifying Individuals are NOT required to authorize a FBI criminal background check (CBC) through NMLS.	N/A

#### REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

Complete	MO Sale of Checks and Money Transmitter License	Submitted via...
<input type="checkbox"/>	<p><b>Flow of Funds Structure:</b> Submit a description of each type of transaction or service to be conducted. For each type, describe each step starting with the first encounter with the consumer and ending at the completion of the transaction when money is received by the beneficiary.</p> <p>This document should be named <i>Flow of Funds Structure</i>.</p> <p><b>Note:</b> If submitting multiple types of transactions or services to be conducted, combine in single document for upload.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Flow of Funds Structure</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Management Chart:</b> Submit a Management chart displaying the applicant's directors, officers, and managers (individual name and title). Must also identify compliance reporting and internal audit structure.</p> <p>This document should be named <i>[Company Legal Name] Management Chart</i>.</p> <p><b>Note:</b> If the existing uploaded management chart already includes the above information, an additional document does not need to be uploaded. A company should only upload a single management chart.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Management Chart</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

<input type="checkbox"/>	<p><b>Organizational Chart/Description:</b> Submit a chart showing (or a description which includes) the percentage of ownership of:</p> <ul style="list-style-type: none"> <li>• Direct Owners (total direct ownership percentage must equate to 100%)</li> <li>• Indirect Owners</li> <li>• Subsidiaries and Affiliates of the applicant/licensee</li> </ul> <p>This document should be named <i>[Company Legal Name] Organizational Chart – Description</i>.</p> <p><b>Note:</b> If the existing uploaded Organizational Chart/Description already includes the above information, an additional document does not need to be uploaded. A company should only upload a single management chart.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Organizational Chart/Description</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Surety Bond:</b> Submit a bond furnished by a surety company authorized to conduct business in Missouri.</p> <p>The Surety Bond Requirement may be satisfied completing one of the following:</p> <ol style="list-style-type: none"> <li><b>1. Paper Surety Bond:</b> Submit company bond in the amount listed above furnished by a surety company authorized to conduct business in Missouri. The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names. <a href="#">Click here to access the form.</a> This document should be uploaded in NMLS under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1). This document should be named <i>[License Type] Surety Bond</i>.</li> <li><b>2. Surety Bond – Alternate Security Device:</b> Submit a letter of credit furnished by a bank authorized to conduct business in Missouri. The name of the principal insured on the LOC must match exactly to the Full Legal Name of applicant and include any fictitious name(s)/Assumed Name it plans to use for Missouri Activity. <a href="#">Click here to access the form.</a> This document should be uploaded in NMLS under the Document Type <u>Surety Bond-Alternate Security Device</u> in the Document Uploads section of the Company Form (MU1). This document should be named <i>[License Type] Security Device</i>.</li> </ol>	<p><b>Upload in NMLS</b></p>
<p><b>INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS</b></p>		
<p>No individual (MU2) documents are required to be uploaded into NMLS for this license/registration at this time.</p>		

NMLS ID Number	
Applicant Legal Name	

**REQUIREMENTS SUBMITTED OUTSIDE OF NMLS**

Complete	MO Sale of Checks and Money Transmitter License	Submitted via...
<input type="checkbox"/>	<p><b>Authorized Agents (Delegates) Locations:</b> If licensees choose to forego the use of the NMLS Uniform Authorized Agent Reporting (UAAR), they shall submit a list of agents who are authorized to conduct money transmission business in the state of <i>Missouri</i> on the Licensees' behalf.</p> <ul style="list-style-type: none"> <li>• Name of Agent</li> <li>• Address of Agent</li> </ul> <p>Once completed, email the spreadsheet to <a href="mailto:connie.street@dof.mo.gov">connie.street@dof.mo.gov</a>.</p>	<p><b>Email Missouri Department of Finance:</b>  <a href="mailto:connie.street@dof.mo.gov">connie.street@dof.mo.gov</a></p>