



ND Deferred Presentment Service Provider Surrender Checklist (Branch)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. Every Deferred Presentment Service Provider shall keep maintain its records for a period of at least six years from the date of last entry thereon. The records of a licensee may be maintained electronically provided they can be reproduced upon request by the Department of Financial Institutions within the required statutory time period. When a licensee ceases operations for any reason, the licensee shall inform the Department of the location of the maintenance of records.
4. We may request additional information upon review of your surrender; watch your email for such requests.

Help Resources

- [Company License Surrender Requests Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

Agency Contact Information

Contact *ND Dept. of Financial Institutions Consumer Division* by phone at [\(701\) 328-9933](tel:7013289933) or send your questions via email to dfi@nd.gov for additional assistance.

For U.S. Postal Service:

*ND Dept. of Financial Institutions
Consumer Division
2000 Schafer Street, Suite G
Bismarck, ND 58501*

For Overnight Delivery:

*ND Dept. of Financial Institutions
Consumer Division
2000 Schafer Street, Suite G
Bismarck, ND 58501*

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.

NMLS ID Number (Company)	
NMLS ID Number (Branch)	
Applicant Legal Name	

REQUIREMENTS COMPLETED IN NMLS		
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Complete	ND Deferred Presentment Service Provider Branch License	Submitted via...
<input type="checkbox"/>	Submission of Surrender Request through Branch Form (MU3): Request the surrender of the license through the submission of the Branch Form (MU3). See the Company License Surrender Requests Quick Guide for instructions.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
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Complete	ND Deferred Presentment Service Provider Branch License	Submitted via...
<input type="checkbox"/>	OUTSTANDING LOAN LIST: Provide a list of all outstanding loans and explanation of planned collection efforts and future database reporting. Please also indicate if the loans will be sold or written off.	Email to North Dakota dfi@nd.gov OR Mail to the ND Dept. of Financial Institutions
<input type="checkbox"/>	Location of Records: Provide the location of records for maintenance within statutory time frame along with name and contact information of the individual responsible for maintenance of the records.	Email to North Dakota dfi@nd.gov OR Mail to the ND Dept. of Financial Institutions