



NY Budget Planner License Surrender Checklist (Company)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. Submit the items listed below. Please note that the New York State Department of Financial Services (NY-DFS) also may require the submission of additional documentation and/or information, and the entity requesting surrender may be required to address any outstanding supervisory, regulatory or similar issues.

Help Resources

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

Agency Contact Information

Contact NY-DFS licensing staff by phone at (212) 709-5507.

*For U.S. Postal Service & Overnight Delivery:
New York State Department of Financial Services
Licensed Financial Services – BP
One State Street
New York, NY 10004-1511*

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	
Licensee Legal Name	

REQUIREMENTS COMPLETED IN NMLS		
Complete	NY Budget Planner License	Submitted via...
<input type="checkbox"/>	<p>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.</p> <p>Note: Before requesting to surrender this license in NMLS, update the following information or confirm that it is up to date in NMLS:</p> <ul style="list-style-type: none"> • The name, title, address and telephone number of the primary Consumer Complaint contact listed in the <i>Contact Employee</i> section of the Company Form (MU1). • The physical location where the books and records of the Company will be maintained in the <i>Books and Records</i> section of the Company Form (MU1). • The name, title, address, and telephone number of the record custodian listed in the <i>Books and Records</i> section of the Company Form (MU1). 	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	NY Budget Planner License	Submitted via...
<input type="checkbox"/>	<p>Surrender Statement: Submit a letter on Company letterhead, signed and dated by an authorized executive officer of the Company, containing the following information:</p> <ol style="list-style-type: none"> a. A statement that the Company/headquarters license and all branch licenses (where applicable) are being surrendered. b. A statement that, upon surrender, the Company will not engage in any further activity requiring a New York Budget Planner License. c. Name of the New York-licensed Budget Planner receiving the transfer of the New York debt management plan (DMP) clients. <p>Enclose with the letter:</p> <ol style="list-style-type: none"> a. A copy of the agreement duly signed by the surrendering licensee and the receiving New York-licensed Budget Planner. b. A listing of the New York DMP clients (including full name, address, account number with the surrendering licensee, total debt balance on DMP, and DMP expiration date) that will be or have been transferred to the receiving New York-licensed Budget Planner. 	Mail to NY-DFS

	<p>c. A listing of the New York DMP clients (including full name, address, account number with the surrendering licensee, total debt balance on DMP, DMP expiration date, and expected/final disposition) that will NOT be transferred to the receiving New York-licensed Budget Planner.</p> <p>d. One sample copy of the letters requesting the written consent of the New York DMP clients to the assignment of their contracts.</p> <p>e. One sample copy of the letters sent to the New York DMP clients informing them of the transfer of their accounts.</p> <p>Note: Existing surety bond must remain current until notification from NY-DFS advising otherwise.</p>	
<input type="checkbox"/>	<p>Return Original Licenses: Return all original licenses and riders issued by NY-DFS for the main office and any branches. Copies are not acceptable. If a license is lost or misplaced, an executed and notarized Lost License Affidavit must be submitted; click here to access the form.</p>	<p>Mail to NY-DFS</p>