



# NY Premium Finance Agency Branch License Surrender Checklist (Branch)

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## 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

- [Branch 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 – PF  
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 Premium Finance Agency Branch License	Submitted via...
<input type="checkbox"/>	<p><b>Submission of Surrender Request through Branch Form (MU3):</b> Request the surrender of the license through the submission of the Branch Form (MU3). See the <a href="#">Branch License Surrender Requests Quick Guide</a> for instructions.</p> <p><b>Note:</b> 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"> <li>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).</li> <li>The physical location where the books and records of the branch will be maintained pursuant to the requirements of applicable New York laws and regulations listed in the <i>Books and Records</i> section of the Branch Form (MU3).</li> <li>The name, title, address, and telephone number of the record custodian listed in the <i>Books and Records</i> section of the Branch Form (MU3).</li> </ul>	NMLS

**REQUIREMENTS SUBMITTED OUTSIDE OF NMLS**

Complete	NY Premium Finance Agency Branch License	Submitted via...
<input type="checkbox"/>	<p><b>Surrender Statement:</b> 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"> <li>Full address of the branch and a statement that the branch license is being surrendered.</li> <li>A statement concerning the disposition of the branch's New York loan receivables.</li> <li>A statement that, upon surrender, the branch will not engage in any further activity requiring a New York Premium Finance Agency License.</li> </ol>	Mail to NY-DFS
<input type="checkbox"/>	<p><b>Return Original Licenses/Riders:</b> Return original branch license and any riders issued by NY-DFS. Copies are not acceptable. If a license is lost or misplaced, an executed and notarized Lost License Affidavit must be submitted; click <a href="#">here</a> to access the form.</p>	Mail to NY-DFS