



OH 501(c)(3) Nonprofit Organization Company Exemption 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. A 501(c)(3) nonprofit organization may voluntarily surrender an active branch letter of exemption as long as the 501(c)(3) nonprofit organization is not under investigation by the Division, or the Division has not issued a notice of opportunity for a hearing. An investigation includes the review of any complaint made against or involving the 501(c)(3) nonprofit organization. Once a surrendered branch letter of exemption has been accepted by the Division, the branch's letter of exemption will be cancelled. A "surrender" will not affect the 501(c)(3) nonprofit organization's civil or criminal liability for acts committed before the surrender, and does not impair or affect the obligation of a preexisting lawful contract between the 501(c)(3) nonprofit organization and any person.
4. Once the Division has accepted the branch voluntary surrender, the 501(c)(3) nonprofit organization is still required to maintain books and records for four (4) years after the date of the final entry on the account, closing date if not serviced by the 501(c)(3) nonprofit organization, or date of withdraw or turndown if loan didn't close, as required by ORC 1322.34(B) and OAC 1301:8-7-06.

Help Resources

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

Agency Contact Information

Contact a licensing staff member at (614) 644-6484 or webdfi-cf@com.state.oh.us.

THE EXEMPT ENTITY IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE SURRENDER FOR WHICH THEY ARE REQUESTING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE SURRENDER IN NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

REQUIREMENTS COMPLETED IN NMLS

| Complete | OH Residential Mortgage Lending Act Letter of Exemption Branch | Submitted via... |
|--------------------------|--|------------------|
| <input type="checkbox"/> | Submission of Surrender Request through Branch Form (MU3): Request the surrender of the letter of exemption through the submission of the Branch Form (MU3). See the Company License Surrender Requests Quick Guide for instructions. | NMLS |

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

| Complete | OH Residential Mortgage Lending Act Letter of Exemption Branch | Submitted via... |
|--|--|------------------|
| No items are required to be submitted outside of NMLS for this letter of exemption at this time. | | |