PA Money Transmitter License
Surrender Checklist (Company)

CHECKLIST SECTIONS
- General Information
- Requirements Completed in NMLS
- Requirements Submitted Outside of NMLS

GENERAL INFORMATION

Instructions
1. File the surrender request through NMLS. Licensees must notify the Pennsylvania Department of Banking and Securities within ten (10) days of terminating business under this license. Act 129 § 11.1(5)
2. If the Records Custodian or location changes after license surrender, you must provide written notice of changes to the Pennsylvania Department of Banking and Securities. Books and records must be kept for three (3) years from the date of transmission payment. Act 129 § 10(a)(8), 11.1(5)
3. **Surrender requests will not be processed without receipt of all items listed on the checklist. Act 129 § 10(a)(8)**
4. There is no fee to surrender.
5. 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 Non-Depository licensing staff by phone at **(717) 787-3717** or send your questions via email to **ra-asklicensing@pa.gov** for additional assistance.

The completed checklist and the documents that are required to be submitted outside of NMLS must be received within 5 business days of the electronic submission of your surrender through NMLS. Please submit via email to **ra-asklicensing@pa.gov** or via mail at the following address:

*For U.S. Postal Service and Overnight Delivery:*

**Pennsylvania Department of Banking and Securities**
Non-Depository Licensing Office
Market Square Plaza 17 N 2nd St. Ste 1300
Harrisburg, PA 17101
### REQUIREMENTS COMPLETED IN NMLS

<table>
<thead>
<tr>
<th>Complete</th>
<th>PA Money Transmitter License</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>☐</strong></td>
<td>Terminate Authorized Agents (Delegates) Locations: Prior to submitting the request to surrender the license, submit an updated Uniform Authorized Agent Report with an <em>End Date</em> for each authorized agent/delegate in NMLS. Act 129 § 11.1(5). See the <a href="#">Authorized Agent Quick Guide</a> for more information.</td>
<td>NMLS</td>
</tr>
<tr>
<td><strong>☐</strong></td>
<td>Submission of Surrender Request through Company Form (MU1): Request the surrender of the license through the submission of the Company Form (MU1). See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions. Act 129 § 11.1(5)</td>
<td>NMLS</td>
</tr>
<tr>
<td><strong>☐</strong></td>
<td>Contact and Books/Records Information: Verify that the information on the company application form for the Consumer Complaint Employee Information for Pennsylvania and the Books and Records section has been updated and is accurate. Act 129 § 11.1(5)</td>
<td>NMLS</td>
</tr>
<tr>
<td><strong>☐</strong></td>
<td>Money Services Businesses Call Report: Please submit the final (last quarter) Money Transmitter Call Report. Act 129 § 11.1(4)</td>
<td>NMLS</td>
</tr>
</tbody>
</table>

### REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

<table>
<thead>
<tr>
<th>Complete</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>☐</strong></td>
<td>Surrender Reason: Return with this checklist a letter that provides the reason for license surrender. Act 129 § 11.1(5)</td>
<td>Email to <a href="mailto:ra-asklicensing@pa.gov">ra-asklicensing@pa.gov</a> OR Mail to Pennsylvania Department of Banking and Securities</td>
</tr>
<tr>
<td><strong>☐</strong></td>
<td>Have You Surrendered Or Have Intentions Of Surrendering Your Money Transmitter License In Any Other State or Jurisdiction? No: _____ Yes: _____ If yes, return with this checklist a letter listing any other states/jurisdictions where you have or intend to surrender license. Act 129 § 10(a)(1,8)</td>
<td>Email to <a href="mailto:ra-asklicensing@pa.gov">ra-asklicensing@pa.gov</a> OR Mail to Pennsylvania Department of Banking and Securities</td>
</tr>
<tr>
<td><strong>☐</strong></td>
<td>Outstanding Money Transmittal Instruments: Please provide a list of the money transmittals instruments that are outstanding. Act 129 § 10(a)(1,8)</td>
<td>Email to <a href="mailto:ra-asklicensing@pa.gov">ra-asklicensing@pa.gov</a> OR Mail to Pennsylvania Department of Banking and Securities</td>
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