



# NY Student Loan Servicer License Surrender Checklist (Company)

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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 the New York State Department of Financial Services (NY-DFS) 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 NY-DFS licensing staff via email to [SLSLicensing@dfs.ny.gov](mailto:SLSLicensing@dfs.ny.gov) for additional assistance.

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

*New York State Department of Financial Services  
Consumer Examinations Unit  
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 Student Loan Servicer License	Submitted via...
<input type="checkbox"/>	<b>Submission of Surrender Request through Company Form (MU1):</b> 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.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	NY Student Loan Servicer License	Submitted via...
<input type="checkbox"/>	<p><b>Written Notification to the Superintendent:</b> Provide written notification to the Superintendent that includes the following information:</p> <ul style="list-style-type: none"> <li>• The reason for the surrender;</li> <li>• The plan for transfer of servicing rights, including the volume of loans transferred and the servicers that loans will be transferred to; and</li> <li>• The plan for continuing duties to comply with the New York Banking Law and applicable regulations following surrender.</li> </ul>	<p>Email to:  <a href="mailto:SLSLicensing@dfs.ny.gov">SLSLicensing@dfs.ny.gov</a>  <u>v</u></p>