CHECKLIST SECTIONS

- General Information
- Amendments
- Requirements Completed in NMLS
- Requirements/Documents Uploaded in NMLS

GENERAL INFORMATION

Instructions
When making changes to your record in NMLS, Washington requires advance notification for some changes. See the checklist below for details.

Uploading Agency-Specific Documents
If you are required to upload documents to NMLS for an Advance Change Notice (ACN), select “Advance Change Notice” for the document type in the NMLS Document Uploads section. If you are required to upload documents for an amendment that doesn’t require ACN, select the applicable document type in the NMLS Document Uploads section.

Note: Use the recommended filing naming convention found on the Document Upload Descriptions and Examples

Helpful Resources

- Amendments & Advance Change Notice Quick Guide
- Document Uploads Quick Guide
- Document Upload Descriptions and Examples

Agency Contact Information

Contact Washington DFI licensing staff by phone at 360-902-8703 or send your questions via email to CSLicensing@dfi.wa.gov for additional assistance.

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.
AMENDMENTS

- Change of Branch Address
- Addition or Modification of Other Trade Name
- Deletion of Other Trade Name
- Change of Branch Manager
- Change of Branch Manager Disclosure Question(s)

Be Aware that Washington requires 45 days notification for the following:

- Data Breach
  - Within 45 days of a data breach you must email CSLicensing@dfi.wa.gov. This notification requirement may change based on directives or recommendations from law enforcement.

**Note:** Information uploaded or filed in NMLS will not be viewable to the agency until the filing has been attested to and submitted through NMLS. Agency-specific requirements that should be emailed or mailed to the agency on the checklist below must be received with the appropriate checklist within five (5) business days of the electronic submission of your submission through the NMLS.
### Change of Branch Address Amendment Items

<table>
<thead>
<tr>
<th>Complete</th>
<th>WA Check Casher Branch</th>
<th>Change of Branch Address Amendment Items</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Change of Branch Address:</strong> Submit an ACN for a change of Branch Address through the Branch Form (MU3) in NMLS.</td>
<td>NMLS</td>
</tr>
</tbody>
</table>
| Note    |                        | **Change of Branch Address:** $0 per license  
Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. | N/A             |

### Addition or Modification of Other Trade Name Amendment Items

<table>
<thead>
<tr>
<th>Complete</th>
<th>WA Check Casher Branch</th>
<th>Addition or Modification of Other Trade Name Amendment Items</th>
<th>Submitted via...</th>
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</thead>
</table>
|         |                        | **Addition or Modification of Other Trade Name:** Submit an ACN for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS.  
**Note:** When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1). | NMLS            |
| Note    |                        | **Contact the following agencies to update your trade name change**  
- Secretary of State [www.secstate.wa.gov](http://www.secstate.wa.gov)  
- Department of Revenue (if applicable) [www.dor.wa.gov](http://www.dor.wa.gov) | N/A             |
| Note    |                        | **Addition of Other Trade Name Fee:** $0 per license  
Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. | N/A             |

### Deletion of Other Trade Name Amendment Items

<table>
<thead>
<tr>
<th>Complete</th>
<th>WA Check Casher Branch</th>
<th>Deletion of Other Trade Name Amendment Items</th>
<th>Submitted via...</th>
</tr>
</thead>
</table>
|         |                        | **Deletion of Other Trade Name:**  
Submit an ACN for a Trade Name Change on the Company MU3 form through NMLS.  
If deleting an Other Trade Name, this name must be removed from the Other Trade Names section of the Company Form (MU1). | NMLS            |
| Note    |                        | **Contact the following agencies to remove the trade name**  
- Secretary of State [www.secstate.wa.gov](http://www.secstate.wa.gov)  
- Department of Revenue (if applicable) [www.dor.wa.gov](http://www.dor.wa.gov) | N/A             |
<table>
<thead>
<tr>
<th>Complete</th>
<th>WA Check Casher  Branch</th>
<th>Change of Branch Manager Amendment Items</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Addition or Modification of Branch Manager:</strong> Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS.</td>
<td></td>
<td>NMLS</td>
</tr>
<tr>
<td>Note</td>
<td><strong>Change of Branch Manager Fee:</strong> $0 per license &lt;br&gt;Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</td>
<td></td>
<td>N/A</td>
</tr>
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<td></td>
<td><strong>Credit Report:</strong> Individuals in a position of control are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS.</td>
<td></td>
<td>NMLS</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Complete</th>
<th>WA Check Casher  Branch</th>
<th>Change to Branch Manager Disclosure Question(s) Amendment Items</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Change of Disclosure Question(s):</strong> Submit an amendment for a change to Disclosure Question response(s) through the Branch Manager’s Individual Form (MU2) in NMLS.</td>
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<td>NMLS</td>
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<td></td>
<td><strong>Changing a Response from No to Yes:</strong> Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes” for the Branch Manager. &lt;br&gt;See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</td>
<td></td>
<td>Upload in NMLS in the Disclosure Explanations section of the Individual Form (MU2).</td>
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<td></td>
<td><strong>Changing a Response from Yes to No:</strong> When changing a Disclosure Question response from Yes to No for the Branch Manager, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason. &lt;br&gt;You may select “Add Explanation For ”No” Responses” and provide an explanation for each response that changes from “Yes” to “No” for the Branch Manager. You may also upload a document (PDF) related to the explanation. &lt;br&gt;See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.</td>
<td></td>
<td>NMLS</td>
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