WI Adjustment Service Company Branch License Surrender Checklist (Branch)

CHECKLIST SECTIONS

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

GENERAL INFORMATION

Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. 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 DFI's Division of Banking at 608-261-7578 or send your questions via e-mail to nancy.schreiber@wisconsin.gov for additional assistance.

For U.S. Postal Service:

Wisconsin Department of Financial Institutions
Division of Banking
PO Box 7876
Madison, WI 53707-7876

For Overnight Delivery:

Wisconsin Department of Financial Institutions
Division of Banking
North Tower
4822 Madison Yards Way
Madison, WI 53705

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	WI Adjustment Service Company Branch License	Submitted via…
☐	**Submission of Surrender Request through Branch Form (MU3):** Request the surrender of the license 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	WI Adjustment Service Company Branch License	Submitted via…
☐	**Disposition of Client Accounts:** Submit a list of all open Wisconsin client accounts that were transferred to another branch location of the licensee or another licensed adjustment service company at the time of surrender. If accounts are transferred to another licensed company, provide the name of the company accepting the transferred accounts and contact information for a company representative. Also provide a copy of the communication that was sent to the Wisconsin clients advising them of the account transfer.	**Mail to WDFI or email to DFI_LFS@wi.gov**