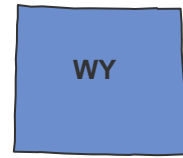




## Company New Application Checklist Agency Requirements



### WYOMING MORTGAGE BROKER LICENSE

This document includes instructions for a company (corporation location) new application request. If you need to complete a new application for a branch location (authorized delegates are not considered a branch in NMLS) or individual; refer to the appropriate new application checklists.

Total License costs: \$500 including the NMLS processing fee. \$36.25 will be added per FBI Criminal Background Check authorization. A \$15 fee for a credit report will be added if one has not been authorized through NMLS in the past 30 days for each required control person. Fees collected through the NMLS ARE NOT REFUNDABLE.

#### **Use the checklist below to complete the requirements for the Wyoming Division of Banking.**

The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that must be sent outside NMLS.

For help with the NMLS application, see the [Quick Guide for submitting a complete Company Form](#) filing through NMLS.

Agency specific requirements marked **Filed in NMLS** must be completed and/or uploaded in NMLS; this information will not be viewable to the agency until the application has been submitted through NMLS.

For help with document uploads, see the [Quick Guide for document upload in NMLS](#)

**Note:** Financial statements are uploaded separately under the Filing tab, “Financial Statement” submenu. All other documents are uploaded in the Filing tab under the “Document Upload” section of the company form.

Agency specific requirements marked **attached** on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

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

*Wyoming Division of Banking  
2300 Capitol Avenue, 2<sup>nd</sup> Floor  
Cheyenne, WY 82002*

NMLS Company Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	WYOMING MORTGAGE BROKER LICENSE
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Other Trade Name:</b> DBA's should be listed under Other Trade Names on the NMLS Company Form. Wyoming Division of Banking does not limit the number of dba's. If applicant will be operating under a name listed under Other Trade Names upload a copy of the Certificate of Authority for each dba from the Wyoming Secretary of State.
<input type="checkbox"/>	N/A	N/A	<b>Resident/Registered Agent:</b> The Resident/Registered Agent section of the NMLS Company Form should be completed with the information currently on record with the Wyoming Secretary of State.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Bank Account:</b> Bank account information is not required; this field can be left blank on the company form.
<input type="checkbox"/>	N/A	N/A	<b>Credit Report:</b> Individuals in a position of control, including the Qualifying Individual, 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.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>Disclosure Questions:</b> Provide an explanation for any "Yes" response. Upload a copy of any applicable orders or supporting documents in NMLS.
<input type="checkbox"/>	N/A	N/A	<b>Financial Statements:</b> Upload an audited financial statement prepared by a Certified Public Accountant or an unaudited financial statement if certified by an executive officer in accordance with Generally Accepted Accounting Principles dated within 90 days of your fiscal year end. Financial statements should include a Balance Sheet, Income Statement and Statement of Cash Flows and all relevant notes thereto. If applicant is a start-up company, only an initial Statement of Condition is required.
<input type="checkbox"/>	N/A	N/A	<b>Business Plan:</b> Upload a business plan outlining marketing strategy, products, target markets and operating structure the applicant intends to employ.
<input type="checkbox"/>	N/A	N/A	<b>Certificate of Authority/Good Standing Certificate:</b> Upload a state-issued document (typically by the state's Secretary of State office) demonstrating that the corporation or limited liability company (LLC) exists or is authorized to do business in the state.

FILED IN NMLS	ATTACHED	NOT APPLICABLE	WYOMING MORTGAGE BROKER LICENSE
<input type="checkbox"/>	N/A	N/A	<p><b>Document Samples:</b> Upload copies of the following disclosures, agreements and forms which are provided to borrowers during the loan process:</p> <ul style="list-style-type: none"> <li>• Application forms</li> <li>• GFE &amp; any Acknowledgment or Intent to Proceed forms</li> <li>• Change Circumstances Forms</li> <li>• HUD-1 Settlement Statements</li> <li>• TIL</li> <li>• Mortgage Broker Agreement</li> <li>• Pre-Payment Penalty Disclosure</li> <li>• Privacy Disclosure</li> <li>• ARM Disclosure</li> <li>• Rate Lock Agreement</li> <li>• Reverse Mortgage Disclosures (as applicable)</li> <li>• Any company exclusive forms provided to borrowers regarding your specific products and services</li> </ul>
<input type="checkbox"/>	N/A	N/A	<p><b>Formation Document:</b> Upload a certified copy of:</p> <ul style="list-style-type: none"> <li>• The Corporate Charter or Articles of Incorporation (if a corporation), or</li> <li>• The Articles of Organization and Operating Agreement (if a Limited Liability Company), or</li> <li>• The Partnership Agreement (if a partnership of any form).</li> </ul>
<input type="checkbox"/>	N/A	N/A	<p><b>Management Chart:</b> Upload an organizational chart showing the applicant's divisions, officers, and managers.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Organizational Chart/Description:</b> Upload an organizational chart if applicant is owned by another entity or entities or person, or has subsidiaries or affiliated entities.</p>
<input type="checkbox"/>	<input type="checkbox"/>	N/A	<p><b>Surety Bond:</b> Submit an Electronic Surety Bond via NMLS in the amount of \$25,000 furnished and submitted by a surety company authorized to conduct business in Wyoming.</p> <p>See the <a href="#">ESB Adoption Table</a> and the <a href="#">ESB for NMLS Licensees page</a> of the NMLS Recourse Center for more information.</p>
<input type="checkbox"/>	N/A	N/A	<p><b>Trust Account Authorization:</b> Upload authorization form allowing examination of trust accounts used for the purpose of holding funds belonging to others. Use the Trust Account Review Authorization form found below.</p>
<input type="checkbox"/>	N/A	N/A	<p><b>Certificate of Authority/Good Standing Certificate – State of Wyoming:</b> If the applicant was organized or formed outside of Wyoming upload proof of authorization to do business in this state from the Wyoming Secretary of State (307-777-7311). <a href="http://soswy.state.wy.us/Business/Business.aspx">http://soswy.state.wy.us/Business/Business.aspx</a></p>

FILED IN NMLS	ATTACHED	NOT APPLICABLE	WYOMING MORTGAGE BROKER LICENSE
<input type="checkbox"/>	N/A	N/A	<p><b>MU2 Individual FBI Criminal Background Check Requirements:</b> The following Individuals, as specified below, on the Company Form (MU1) are required to authorize a FBI criminal background check (CBC) through NMLS.</p> <p><i>Direct Owners</i></p> <ul style="list-style-type: none"> <li>Any person occupying this position is deemed a control person for the company and is required to submit a CBC.</li> </ul> <p><i>Executive Officers</i></p> <ul style="list-style-type: none"> <li>Any person occupying this position is deemed a control person for the company and is required to submit a CBC.</li> </ul> <p><i>Indirect Owners</i></p> <ul style="list-style-type: none"> <li>Any person occupying this position is deemed a control person for the company and is required to submit a CBC.</li> </ul> <p><i>Qualifying Individuals</i></p> <ul style="list-style-type: none"> <li>Any person occupying this position is deemed a control person for the company and is required to submit a CBC.</li> </ul> <p>After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.</p> <p>See the <a href="#">Quick Guides - Company section</a> of the NMLS Resource Center for more information.</p> <p><b>Note:</b> If you are able to 'Use Existing Prints' to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.</p>

The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status or see detailed communication from the regulator, click on the Composite View tab and then click on View License/Registration in NMLS see ([License Status Quick Guide](#)) for instruction.

**WHO TO CONTACT** – Contact *Wyoming Division of Banking* licensing staff by phone at [307-777-2425](tel:307-777-2425) or send your questions via e-mail to [brenda.fanining@wyo.gov](mailto:brenda.fanining@wyo.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 THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.



**STATE OF WYOMING**  
**DEPARTMENT OF AUDIT**

**DIVISION OF BANKING**  
(307) 777-7797 Fax (307) 777-3555 Email: [brenda.fanning@wyo.gov](mailto:brenda.fanning@wyo.gov)

**Mark Gordon**  
Governor

**Jeffrey C. Vogel**  
Director

**Albert Forkner**  
Commissioner

**TRUST ACCOUNT REVIEW AUTHORIZATION**

Pursuant to Wyoming Statute 40-23-116, all monies from a borrower for payment of third party provider services shall be deemed to be held in trust and shall be deposited, prior to the end of the third business day following receipt of the funds, in a trust account of a federally insured financial institution.

Pursuant to Wyoming Statute 40-23-111(b), the commissioner may at any time investigate the loans or business books and records of any licensee for the purposes of determining compliance with the Wyoming Residential Mortgage Practices Act.

The undersigned authorizes the Wyoming Division of Banking to request and obtain records pertaining to account number \_\_\_\_\_ for \_\_\_\_\_ (licensee) which is held at \_\_\_\_\_ (financial institution).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_