



Wisconsin Department of Financial Institutions

Division of Banking

2018 Renewal Checklist

Instructions

Renewal requests must be submitted through NMLS by the date specified by your state regulator(s). [Click here to review all renewal deadlines, requirements and fees.](#)

Review the Renewal Checklist to determine any documentation required by the state outside of NMLS. All requirements must be submitted to the agency within **five** business days of the electronic renewal submission.

License Types

- [Seller of Checks](#)

Agency Contact Information

Contact *Wisconsin Department of Financial Institutions, Division of Banking* licensing staff by phone at [\(608\) 261-7578](tel:6082617578) or send your questions via email 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
Madison, WI 53705*

THE LICENSEE IS FULLY RESPONSIBLE FOR MEETING ALL OF THE REQUIREMENTS OF THE AGENCY FROM WHICH THE LICENSE FOR WHICH THEY ARE REQUESTING LICENSE RENEWAL. THE AGENCY-SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE RENEWAL THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

NMLS ID Number	
Licensee Legal Name	

Wisconsin Seller of Checks		
Complete	Renewal Requirement Items	Submitted via...
<input type="checkbox"/>	Annual Renewal Fee for WI locations and authorized agents: In addition to the \$600 fee paid to NMLS (\$500 annual licensing fee and \$100 NMLS fee), a \$5 annual renewal fee must be paid to the WI DFI for each location and/or authorized agent active as of November 14, 2017. Maximum annual licensing fee, NMLS fee and agent fee is \$1,600.	Mail to WI-DFI
<input type="checkbox"/>	Authorized Agent List: Company must send to the address listed above a list of WI locations and/or WI authorized agents that are active as of November 14, 2017. The list must include the name and address of the location/authorized agent.	Mail to WI-DFI
<input type="checkbox"/>	License Entities balance sheet and income statement: If the financial statements are not audited, they must be dated no earlier than August 31st of the current year. If the company is audited annually at the end of the fiscal year, an audited statement for the latest fiscal year may be submitted. All financial statements submitted to this Department must be prepared in accordance with Generally Accepted Accounting Principles using accrual basis accounting.	NMLS
<input type="checkbox"/>	<p>Surety Bond: The bond amount is based on the number of exempt and nonexempt locations the company has in Wisconsin. The following schedule determines the bond amount.</p> <p>First location - \$10,000</p> <p>Each additional location - \$5,000</p> <p>Maximum required amount - \$300,000</p> <p>If any location is a currency exchange, coverage of \$50,000 per location is required.</p> <p>If the bond amount does not change - send nothing.</p> <p>If the bond amount increases, upload a copy of the rider increasing the coverage and send the original rider to WI DFI. The rider should be effective no later than January 1, 2016. If the company uses securities in lieu of the surety bond, provide verification from the bank or trust company of the securities being held.</p>	Upload in NMLS: under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

Updated 11/6/2017