

## Transition Plan: Nebraska Department of Banking & Finance

### Current Licensees: Nebraska Installment Sales Licensees

Licensees holding the license type noted below are required to submit a license or registration transition request through NMLS by **October 1, 2013**;

#### - Nebraska Installment Sales Licensees

You have previously held a license at each location conducting Nebraska business. As you transition to NMLS, you will create a record at the company level for your corporate location and select the appropriate license or registration type according to the following instructions:

- If your corporate location conducts Nebraska business you will submit an application for an **Installment Sales License** at the company level. If you have additional locations that also conduct Nebraska business you will submit applications for branch licenses for each of those locations.
- If your corporate location does not conduct Nebraska business, but instead you only have other locations that actually conduct Nebraska business, you will submit an application for an **Installment Sales Registration** at the company level and submit an application for a branch license for each location conducting Nebraska business.

If you already have a record in NMLS, you are now able to apply to transition your company and any applicable branch licenses for Nebraska.

If you do not already have a record in NMLS, you must create a company record in NMLS for your corporate location.

Once the company and branch forms have been completed, they will be able to be submitted electronically through NMLS to the Department.

It is important that current licensees have the transition code for Nebraska available when completing and submitting their Form MU1. Current licensees should use their current Nebraska license number as the transition code at the branch level (MU3) so they are not charged a new application fee.

You submitted company and individual forms in paper format to the Department in conjunction with either your last renewal or with your initial application. Please reference your copies of these documents as you enter information in your NMLS record. If you have information that has changed since your last submission to the Department, and you have not previously provided notice of that change to the Department, please enter the current correct information in your NMLS record as you transition and provide an

explanation for any discrepancy via email to [dob.consumerfinance@nebraska.gov](mailto:dob.consumerfinance@nebraska.gov), including your company name and state license number in the subject line.

*Note:* If you already have a record in NMLS and have submitted these forms in the past you *do not need to re-enter your company information* into NMLS. You will only need to identify the business activities your company conducts, the states in which the various activities are conducted and apply for the appropriate license in Nebraska and complete a few state specific fields. If you have system questions please contact the NMLS Call Center at 240-386-4444.