

Transition Plan: Pennsylvania Department of Banking and Securities

Current Company Licensees/Registrants:

Companies holding any of the license types noted below are required to submit a license transition request through NMLS by filing a Company (Form MU1) and a Form MU2 for each of their control persons by **April 30, 2013**;

- **Check Cashier**

- **Retail Grocery Store Check Cashier**

Additionally, for each branch holding a **Check Cashier or Retail Grocery Store Check Cashier**, a company must complete and submit through NMLS a Form MU3 by **April 30, 2013**.

It is important that current licensees have their **Check Cashier license numbers or Retail Grocery Store Check Cashier registration** numbers available when completing and submitting their Form MU1 so they are not charged a new application fee.

Any licensee/registrant that needs to amend or surrender a license/registration or other action previously completed in paper form, from **February 15, 2013** onward must complete these actions within NMLS. Paper forms will not be accepted after **January 31, 2013** and we encourage you to update your information with our office no later than **January 31, 2013**, so at the time of transition there will be no pending changes to submit.

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 **Pennsylvania** and complete a few state specific fields.

Timeline:

- February 15, 2013: Licensees can access NMLS for review and to create company record
- March/April 2013: License renewal (transition onto NMLS) period begins.
- April 30, 2013: License renewal deadline. Note: fees will appear lower than in prior years because of pro-rating. License issued will be good until December 31, 2013.
- November/December 2013: NEW license renewal period begins.
- December 31, 2013: License renewal deadline. Note: License renewal fees will return to prior years' schedule and license granted at this time will be good until December 31, 2014.