Advance Change Notice (ACN) may be required for the addition, modification, or removal of an Indirect Owner within the Company (MU1) Form. Review the State Licensing Requirements Amendment Checklist(s) for your state agency’s ACN requirements.

The image below highlights the sections of the Indirect Owners screen that trigger an ACN.

The following instructions include steps to complete the below actions in NMLS.

- How to submit an ACN to Add Indirect Owners
- How to submit an ACN to Remove Indirect Owners
- How to modify a pending ACN for Indirect Owners
- How to cancel a pending ACN for Indirect Owners
- Advance Change Notice Document Upload

How to submit an ACN to Add Indirect Owners

1. Log in to your company NMLS account.
2. Click FILING.
3. Click Company (MU1) in the sub-menu.
4. Click Create New Filing.
5. Click Indirect Owners on the left Navigation Panel.
6. Click **Add Individual** or **Add Company**.

7. If searching for an individual, enter their Name or their NMLS ID#. If searching for a company, enter the Name, NMLS # or Federal Tax ID. Click **Search**.

8. Click the entity’s name/NMLS ID.

9. Enter the Ownership Type, Equity Owner in Which Interest is Held, Percentage of Ownership, and identify whether an individual is a Control Person.

   **Note:** To remove an indirect owner, you must first amend their Percentage of Ownership to 0% with an applicable effective date for the change. The indirect owner may be deleted upon implementation of the change of ownership percentage.

10. Enter the change’s Effective Date.

    **Note:** The effective dates for adding a new indirect owner’s percentage of ownership and removing an existing owner and associated percentage must be the same in cases where the addition of a new owner and percentage will add to greater than 100% during the pending period prior to the effective date.

11. Review the State Agency Checklist applicable to the state and license being changed for instructions on documentation required as part of this change.

    **Note:** If your state agency does not require you to report an ACN for this change, enter the date on which a change to a licensee’s NMLS information is intended to be effective as the Effective Date. If your state agency does require you to report an ACN for this change, enter the appropriate future date as the change’s Effective Date. The Effective Date must be a current or future date of up to 120 days. Review the Amendment Checklist for the state and license type for ACN requirements.

12. Click **Save**.

13. Proceed to the **Attest and Submit** section.

    **Note:** Some agencies charge an amendment fee when certain information changes. The respective state’s Amendment Checklist(s) will provide a complete list of fees.

14. If all completeness checks pass, review the attestation language, attest and submit.

**How to submit an ACN to Remove Indirect Owners**

1. Log in to your company NMLS account.
2. Click **FILING**.

3. Click **Company (MU1)** in the sub-menu.

4. Click **Create New Filing**.

5. Click **Indirect Owners** on the left Navigation Panel.

6. Click the Delete ❌ icon next to the Indirect Owner you would like to remove.

7. Provide all requested information, including an effective date.

   **Note:** The effective dates for adding a new indirect owner’s percentage of ownership and removing an existing owner and associated percentage must be the same in cases where the addition of a new owner and percentage will add to greater than 100% during the pending period prior to the effective date.

8. Review the State Agency Checklist applicable to the state and license being changed for instructions on documentation required as part of this change.

   **Note:** If your state agency does not require you to report an ACN for this change, enter the date on which a change to a licensee’s NMLS information is intended to be effective as the Effective Date. If your state agency does require you to report an ACN for this change, enter the appropriate future date as the change’s Effective Date. The Effective Date must be a current or future date of up to 120 days. Review the Amendment Checklist for the state and license type for ACN requirements.

9. Click **Save**.

10. Proceed to the **Attest and Submit** section.

    **Note:** Some agencies charge an amendment fee when certain information changes. The respective state’s Amendment Checklist(s) will provide a complete list of fees.

11. If all completeness checks pass, review the attestation language, attest and submit.

**How to modify a pending ACN for Indirect Owners**

1. Log in to your company NMLS account.

2. Click **FILING**.

3. Click **Company (MU1)** in the sub-menu.
4. Click **Create New Filing**.

5. Click **Indirect Owners** on the left Navigation Panel.

6. Click the edit icon (📝).

7. Modify the Ownership Type, Effective Date, Equity Owner in Which Interest is Held, Percentage of Ownership or Control Person as applicable

8. Click **Save**.

<table>
<thead>
<tr>
<th>Entity ID</th>
<th>Name</th>
<th>Entity in Which Interest is Owned</th>
<th>Ownership Type</th>
<th>% Ownership</th>
<th>Control Person</th>
<th>Pending Change Notice Type</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1103</td>
<td>Bailey, William</td>
<td>Bailey Mortgage</td>
<td>Trustee</td>
<td>50</td>
<td>No</td>
<td>Amend Creation</td>
<td>07/15/2013</td>
</tr>
</tbody>
</table>

**Note:** This action will change the “Pending Change Notice Type” to **Amend Creation** and place it in the **Unsubmitted Change Notices** list. To undo the amendment click the undo icon (撤销).

9. Proceed to the **Attest and Submit** section.

10. If all completeness checks pass, review the attestation language, attest and submit.

**How to cancel a pending ACN for Indirect Owners**

1. Log in to your company NMLS account.

2. Click **FILING**.

3. Click **Company (MU1)** in the sub-menu.

4. Click **Create New Filing**.

5. Click **Indirect Owners** on the left Navigation Panel.

6. Click **Cancel**.
Note: This action will cancel the ACN and place it in the Unsubmitted Change Notices list. The Pending Change Notice Type will change to Cancel Creation. To undo the cancellation click the undo icon (.undo_icon).

7. Proceed to the Attest and Submit section.

8. If all completeness checks pass, review the attestation language, attest and submit.

Advance Change Notice Document Uploads

1. Log in to your company NMLS account.

2. Click FILING.

3. Click Company (MU1) in the sub-menu.

4. Click Create New Filing.

5. Click Document Uploads on the left Navigation Panel.

6. Click Add.

7. Select the “Advance Change Notice” Document Type.

Note: Advance Change Notice is a new Document Type available for upload. All ACN Document Type submissions are considered proposed documents. Upon the effective date of the change, documents must be re-submitted under the appropriate Document Type (do not re-submit under Advance Change Notice as of the effective date). If the submission does not meet an existing Document Type, documents must be mailed to the agency.
8. Enter a Comment related to the file as needed.