



## COMPANY TERMINATING RELATIONSHIPS and SPONSORSHIPS IN NMLS


When a Mortgage Loan Originator leaves a company, the company is responsible for terminating the relationship in NMLS. Termination of a relationship in NMLS triggers an automatic notice to the State Regulator requesting removal of sponsorship for the licenses sponsored by the company.


When a Control Person, Qualifying Individual or Branch Manager leaves a company, the company is responsible for terminating the relationship in NMLS. If the Control Person held any licenses sponsored by the company, NMLS will automatically send a notice to the State Regulator requesting sponsorship removal.

NMLS records will continue to show company relationships and company license sponsorships to State Regulators until termination requests are made. Failure to keep records up to date may affect your compliance requirements with State Regulatory Agencies.

*Note:* Both a company and the individual can terminate a relationship in NMLS. Each party is equally responsible for keeping the record up to date and accurate in NMLS.







### **To Terminate a Relationship and Sponsorship**

1. Login to your NMLS account.
2. From the **FILING** tab, select the **Company Access** link.
3. Locate the NMLS Unique ID number you wish to terminate a relationship/sponsorship with.
4. From the **FILING** tab, select the **Company Relationships** link.
5. Search for the individual using their NMLS Unique ID number.
6. When the individual appears, click the [NMLS ID # hyperlink](#).
7. Click the *Edit* icon .
8. Click **Terminate Relationship** button.
9. Enter the termination date and select a termination reason. The explanation field is optional.
10. Click the **Terminate Relationship** button.

11. You will be asked to confirm, click the  button to finalize the termination request.
12. NMLS will automatically send a request to Terminate Sponsorship to the Regulator.
13. Once the relationship is terminated, access will also be terminated.
14. An email notification will be sent to the company and the individual notifying them that the relationship has been terminated and company access has been removed.

### ***To Terminate a Sponsorship***

A company has the ability to terminate the sponsorship of an individual license in NMLS without terminating the relationship with the individual. To terminate a license sponsorship only, follow the steps below.

1. Login to your NMLS account.
2. From the  tab, select the  link.
3. Locate the individual's NMLS Unique ID number you wish to terminate a relationship/sponsorship for.
4. From the  tab, select the  link.
5. Search for the individual using their NMLS Unique ID number.
6. When the individual appears, click the [NMLS ID # hyperlink](#).
7. Click the *Edit* icon .
8. Under Sponsorships, locate the license name you wish to request sponsorship removal from and click the red **X**.
9. You will be asked to confirm sponsorship removal, confirm by clicking the  button.

For further assistance, please contact the NMLS Call Center at 240-386-4444.