



# TX-SML Credit Union Subsidiary Organization License Amendment Checklist (Branch)

## CHECKLIST SECTIONS

- [General Information](#)
- [Amendments](#)

## GENERAL INFORMATION

### Instructions

TX-SML does not require advance notice for any changes; make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

### Uploading Agency-Specific Documents

If you are required to upload documents to NMLS for an Advance Change Notice (ACN), select “Advance Change Notice” for the document type in the NMLS *Document Uploads* section. If you are required to upload documents for an amendment that doesn’t require ACN, select the applicable document type in the NMLS *Document Uploads* section.

**Note:** Use the recommended filing naming convention found on the [Document Upload Descriptions and Examples](#)

### Helpful Resources

- [Amendments & Advance Change Notice Quick Guide](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

### Agency Contact Information

Contact TX-SML Licensing staff by phone at 512-475-1350 or toll free at 877-276-5550 or send your questions via e-mail to [nmls@sml.texas.gov](mailto:nmls@sml.texas.gov) us for additional assistance.

*For U.S. Postal Service and Overnight Delivery:*

*Department of Savings and Mortgage Lending  
Licensing Section  
2601 North Lamar Boulevard, Suite 201  
Austin, Texas 78705-4207*

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

## AMENDMENTS

- [Change of Branch Address](#)
- [Addition or Modification of Other Trade Name](#)
- [Deletion of Other Trade Name](#)
- [Change of Branch Manager](#)

**Note:** Information uploaded or filed in NMLS will not be viewable to the agency until the filing has been attested to and submitted through NMLS. Agency-specific requirements that should be emailed or mailed to the agency on the checklist below must be received with the appropriate checklist within five (5) business days of the electronic submission of your submission through the NMLS.

LICENSE FEES - Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.		
Complete	TX-SML Credit Union Subsidiary Organization License Change of Branch Address Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change of Branch Address:</b> Submit an ACN for a change of Branch Address through the Branch Form (MU3) in NMLS.	NMLS
Note	<b>Change of Branch Address:</b> \$0 per license. Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A

Complete	TX-SML Credit Union Subsidiary Organization License Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Other Trade Name:</b> Submit an ACN for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS. <b>Note:</b> When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1).	NMLS
Note	<b>Addition of Other Trade Name Fee:</b> \$0 per license. Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A
<input type="checkbox"/>	<b>Trade Name/Assumed Name Registration Certificates:</b> Trade Name/Assumed Name Registration Certificates must be submitted related to this change type.	<b>Upload in NMLS:</b> under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <u>Document Uploads</u> section of the Branch Form (MU3).

Complete	TX-SML Credit Union Subsidiary Organization License Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Deletion of Other Trade Name:</b> Submit an ACN for a deletion an Other Trade Name through the Branch Form (MU3) in NMLS.</p> <p><b>Note:</b> If the Other Trade Name being deleted from the Branch Form (MU3) will no longer be in use by the company, it must also be deleted from the Company Form (MU1).</p> <p>If deleting an Other Trade Name, this name must be removed from the <i>Other Trade Names</i> section of the Branch Form (MU3) and the Company Form (MU1).</p>	NMLS

Complete	TX-SML Credit Union Subsidiary Organization License Change of Branch Manager Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Addition or Modification of Branch Manager:</b> Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS.</p>	NMLS
<input type="checkbox"/>	<p><b>Branch Written Agreement:</b> Branch Written Agreement must be submitted related to this change type.</p> <p>Note: A new Branch Written Agreement must be uploaded to NMLS with new updated TX Branch Manager information. This is only needed when the Branch has answered “Yes” to [Will this branch office and/or individuals at this branch office operate pursuant to a written agreement or contract with the main office?].</p> <p>Upload a signed branch written agreement/contract between the Branch Manager and the Company. Two signatures and dates are required in order for the department to accept the agreement.</p> <p><b>See below for more information.</b></p>	NMLS (Filing submission)
<input type="checkbox"/>	<p><b>Change in Designation of Qualified Employee for the Branch Location:</b> This may be a separate individual from the Branch Manager identified in NMLS.</p> <p>Note: There must be at least one sponsored active TX-SML residential mortgage loan originator linked to the Branch location. An individual is associated to one or more locations via the Registered Location Link established when a Company Relationship is created or updated. The residential mortgage loan originator’s employment history will need to reflect that he or she works out of all indicated offices. The MU4 will need to be updated to make this information accurate.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Designation of Branch Qualified Employee</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).</p>

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS		
Complete	TX-SML Credit Union Subsidiary Organization License	Submitted via...
<input type="checkbox"/>	<p><b>Branch Manager Change</b>  <b>Branch Written Agreement:</b> Submit a copy of the agreement between the licensed company and the new TX Branch Manager, if the company indicates “YES” under [Will this branch office and/or individuals at this branch office operate pursuant to a written agreement or contract with the main office?]  The document must include the following information:</p> <ul style="list-style-type: none"> <li>The agreement should be signed by the Branch Manager linked to the branch location and needs to detail some or all of the following: compensation, terms and termination, employee duties, branch operations, confidential information and/or any miscellaneous verbiage between the company and the branch officer/individual. There should be two signatures and dates; one from the company representative and the other from the branch manager.</li> </ul> <p>This document should be named <i>Branch Manager Agreement</i>.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Branch Written Agreement</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).</p>
NOTE	Any residential mortgage loan originator linked to the Branch location must also update their MU4 filings to reflect the new branch address.	
Note	At least one Texas residential mortgage loan originator must be linked to the branch in order to remain in an Active status. If the Texas residential mortgage loan originator linked to the branch is removed or no longer sponsored under the location, the branch license status will be changed to an Inactive status until a licensed and sponsored Texas residential mortgage loan originator has been linked to the branch.	

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