



# IA Debt Management Branch License Surrender Checklist (Branch)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. The Iowa Division of Banking may request additional information upon review of your surrender; watch your email for such requests.

### Help Resources

- [Company License Surrender Requests Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

### Agency Contact Information

Contact Iowa Division of Banking licensing staff by phone at (515) 281-4014 or send your questions via email to [fblicensing@iowa.gov](mailto:fblicensing@iowa.gov) for additional assistance.

### For U.S. Postal Service & Overnight Delivery:

*Iowa Division of Banking  
200 E. Grand Avenue, Suite 300  
Des Moines, Iowa 50309*

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.

|                     |  |
|---------------------|--|
| NMLS ID Number      |  |
| Licensee Legal Name |  |

| REQUIREMENTS COMPLETED IN NMLS |  |                  |
|--------------------------------|--|------------------|
| Complete                       | IA Debt Management Branch License  | Submitted via... |
| <input type="checkbox"/>       | <b>Submission of Surrender Request through Branch Form (MU3):</b> Request the surrender of the license through the submission of the Branch Form (MU3). See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions. | <b>NMLS</b>      |

| REQUIREMENTS SUBMITTED OUTSIDE OF NMLS |   |                   |
|--|---|-------------------|
| Complete                               | IA Debt Management Branch License   | Submitted via...  |
| <input type="checkbox"/>               | <b>Original License Certificate:</b> Return the original license certificate. | <b>Mail to IA</b> |