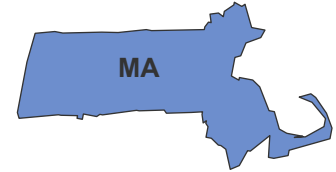




New Application Jurisdiction-Specific Requirements



MASSACHUSETTS THIRD PARTY LOAN SERVICER REGISTRATION

Instructions

1. Each branch location desiring to conduct business under this registration authority is not required to be separately registered and does not require the filing of Form MU3 through the NMLS. Companies that are registered as third party loan servicers in Massachusetts may conduct business from locations other than listed on Form MU1.
2. An on-site manager is required to be assigned. This individual, referred to as the Branch Manager in Massachusetts, must be listed as the “Qualifying Individual” on Form MU1, and his/her business address must match the address listed as the “Main Address” on Form MU1.
3. Resident/Registered Agents are not required for third party loan servicers, however the corresponding field in Form MU1 must be completed. List the company’s “Qualifying Individual” in the “Resident/Registered Agent” section of Form MU1.
4. Third party loan servicers in Massachusetts are prohibited from using more than one trade name or fictitious name or d/b/a, and the name must be used consistently across all licensed locations. As such, please be advised that applicants may not list more than one name for Massachusetts in the ‘Other Business Names’ section of Form MU1.
5. Financial Statements are not required to be submitted through the Filing Tab in NMLS prior to the submission of the applicant’s Form MU1 filing.
6. Total registration cost: \$900 which includes the NMLS processing fee, and the one time Investigation Fee of \$300.
7. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
8. The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status in NMLS, click the Tasks tab and click Work List.
9. Jurisdiction-specific requirements, as identified on the checklist below, must be received with this checklist within five (5) business days of the electronic submission of your application through the NMLS at the following:

*Massachusetts Division of Banks
Attn: Consumer Finance Licensing Unit
1000 Washington Street, 10th floor
Boston, MA 02118-2218*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	SECRETARY OF STATE DOCUMENTATION. A certified copy of: <ul style="list-style-type: none">• The Corporate Charter or Articles of Incorporation (if a corporation), or• The Articles of Organization and Operating Agreement (if a Limited Liability Company), or• The Partnership Agreement (if a partnership of any form); and
<input type="checkbox"/>	<input type="checkbox"/>	If the applicant was organized or formed outside of Massachusetts, submit certified proof of authorization to do business in Massachusetts from the Massachusetts Secretary of the Commonwealth.
<input type="checkbox"/>	<input type="checkbox"/>	BUSINESS PLAN. Attach a business plan which addresses the activities of the applicant. Briefly describe all financial products and services available to customers, the types of loans the applicant intends to service, anticipated sources and methods of obtaining loans and portfolios, and funding sources.
<input type="checkbox"/>	<input type="checkbox"/>	W-9 FORM. Complete the W-9. Click to download form

WHO TO CONTACT – Contact Division of Banks licensing staff by phone at 617-956-1500 ext. 554 or send your questions via e-mail to nmls@state.ma.us for additional assistance.

YOU ARE NOT AUTHORIZED TO ENGAGE IN THIRD PARTY LOAN SERVICING ACTIVITIES IN THE COMMONWEALTH OF MASSACHUSETTS UNTIL YOU ARE PROPERLY REGISTERED IN MASSACHUSETTS.