



NC Money Transmitter License Surrender Checklist (Company)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instructions

1. File the surrender/cancellation request through NMLS. There is no fee to surrender/cancel.
2. We may request additional information upon review of your surrender/cancellation request via the NMLS license deficiency or requirements section.
3. Ensure your contact information is current in the NMLS.
4. Destroy the license immediately.

Help Resources

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

Agency Contact Information

Contact the Money Transmitter Team via email using this link [Money Transmitters](#) for additional assistance. Any documents required should be uploaded as directed in the checklist below.

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

REQUIREMENTS COMPLETED IN NMLS

Complete	NC Money Transmitter License	Submitted via...
<input type="checkbox"/>	<p>Terminate Authorized Agent (Delegates) Locations (if applicable): Prior to submitting the request to surrender the license, submit an updated Uniform Authorized Agent Report with an <i>End Date</i> for each authorized agent/delegate in NMLS.</p> <p>See the Authorized Agent Quick Guide for more information.</p> <p>NOTE: Failure to include an End Date when terminating an agent location results in that agent continuing to be registered as active with the state regulator.</p>	NMLS

<input type="checkbox"/>	Submission of Surrender Request through Company Form (MU1): Request the surrender of the license through the submission of the Company Form (MU1). See the Company License Surrender Requests Quick Guide for instructions.	NMLS
<input type="checkbox"/>	Reports: Complete any outstanding MSB Call Reports through the date of surrender/cancellation and resolve any deficiencies listed in the NMLS.	NMLS
<input type="checkbox"/>	Assessment: Pay the annual assessment through the NMLS. NOTE: NCCOB will submit an invoice for the assessment through the NMLS during the surrender/cancellation process.	NMLS
<input type="checkbox"/>	Surety Bond: Notify the surety bond company of the surrender/cancellation of the license.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

Complete	NC Money Transmitter License	Submitted via...
<input type="checkbox"/>	Outstanding Liability Report: Submit a list of outstanding liabilities to include the consumer's name, address, liability amount, product type, and date liability incurred. NOTE: Licensee should also submit its plan for resolving the remaining liabilities.	Upload to NCCOB Online
<input type="checkbox"/>	Complaint Resolution: Resolve any outstanding complaints on file with NCCOB.	As directed by the NCCOB Complaint Letter
<input type="checkbox"/>	Examination: Resolve any outstanding examination issues with NCCOB.	As directed by the NCCOB Examination Team
<input type="checkbox"/>	Books and Records: Arrange for the storage of books and records for three (3) years. Notify NCCOB in writing of the storage location, the format in which records will be stored, and who to contact, including a telephone number and email address. NOTE: Schedule destruction of the books and records at the end of the three-year period. All confidential information must be destroyed by shredding, pulverizing, or burning.	Upload storage location information to NCCOB Online