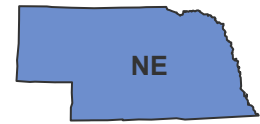




New Application Checklist Jurisdiction-Specific Requirements



NEBRASKA INSTALLMENT LOAN COMPANY LICENSE

Instructions

1. An installment loan licensee can only make loans from locations in Nebraska. Each location conducting such business must obtain an Installment Loan Branch License.
2. Each individual originating mortgages needs to be separately authorized and will require a filing of Form MU4 through NMLS. After the MU4 is submitted, the company must submit a sponsorship request to the regulator before the individual MU4 license will be approved. A quick guide entitled "Create a Company Sponsorship" at the following link will help walk you through this process: [NMLS Quick Guides](#).
3. Nebraska does not require that the "Qualified Individual" field on the Form MU1 be completed for this license.
4. The Resident/Registered Agent listed on the Form MU1 must be located in Nebraska. You may name an individual or there are companies which provide this service. You may list the same registered agent that you currently have on file with the Nebraska Secretary of State.
5. Installment Loan Licensees should list all trade names in the "Other Business Names" section of the Form MU1. There is no restriction on the number of trade names.
6. Financial Statements should be submitted through the Filing Tab in NMLS prior to the submission of your Form MU1 filing. For additional help, see the [Financial Statement Information Page](#) on the NMLS website.

Provide an AUDITED financial statement prepared by a Certified Public Accountant in accordance with Generally Accepted Accounting Principles dated within 90 days of your fiscal year end. Financial statements should include a Balance Sheet, Income Statement and Statement of Cash Flows and all relevant notes thereto.

7. Total License costs: \$100.00 including the NMLS processing fee. You must also file a Form MU3 and pay the associated fees for each location doing business in Nebraska.
8. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
9. The regulator will review the filling and all required documents and communicate with you through NMLS. To review your status in NMLS, click the Tasks tab and click Work List.
10. Jurisdiction-specific requirements as identified on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:

*Nebraska Department of
Banking and Finance
P.O. Box 95006
Lincoln, NE 68508*

For Overnight Delivery:

*Nebraska Department of
Banking and Finance
Commerce Court
1230 O Street, Suite 400
Lincoln, NE 68509*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<p>SURETY BOND. A surety bond must be submitted. The initial amount of the surety bond is \$50,000 per each branch location. You may submit separate bonds for each branch license, or a combined bond in the total amount of the required surety bond. The name of the principal insured on the bond must match exactly the Full Legal Name of applicant, including any d/b/a's.</p> <p>Click to download the surety bond form.</p> <p>A licensee with multiple branch licenses and who also employs mortgage loan originators licensed by the Department is required to post a supplemental surety bond. The supplemental surety bond will apply to mortgage loans only and the amount of the surety bond will be tied to mortgage loan origination volume as required by the S.A.F.E. Act. If the applicant does not also hold a mortgage banker bond in association with a Nebraska Mortgage Bankers License an initial \$100,000 supplemental bond must be held at the company level.</p> <p>Click to download supplemental bond form.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>SECRETARY OF STATE DOCUMENTATION. A certified copy of:</p> <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).
<input type="checkbox"/>	<input type="checkbox"/>	<p>A Certificate of Authority or a Certificate of Good Standing <u>from the state of incorporation</u> dated not more than 60 days prior to the filing of an application through NMLS; and</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>If the applicant was organized or formed outside of Nebraska, submit certified proof of authorization to do business in this state from the Nebraska Secretary of State.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>OTHER TRADE NAMES. If applicant will be operating under a name other than its legal name, such as a “dba” or “fictitious” name, provide a file-stamped copy of the Application for Registration of Trade Name from the Nebraska Secretary of State.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>DISCLOSURE QUESTIONS. Provide complete details of all events or proceeding for any “Yes” answer to any of the Disclosure questions for the company or any Control Person and <u>PROVIDE A COPY OF ANY APPLICABLE ORDERS OR DOCUMENTS.</u></p>

WHO TO CONTACT – Contact NDBF licensing staff by phone at 402-471-2171 or send your questions via e-mail to dob.consumerfinance@nebraska.gov for additional assistance. For system questions, call the NMLS Call Center at 240-386-4444.

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