



# RI Currency Transmitter Surrender Checklist (Company)

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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.

### Help Resources

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

### Agency Contact Information

Contact the Rhode Island Division of Banking licensing staff by phone at (401) 462-9503 or send your questions via email to [dbr.bankinquiry@dbr.ri.gov](mailto:dbr.bankinquiry@dbr.ri.gov) for additional assistance.

For U.S. Postal Service & Overnight:

**State of Rhode Island  
Department of Business Regulation  
Division of Banking  
1511 Pontiac Avenue, Bldg. 68-2  
Cranston, Rhode Island 02920**

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	RI Currency Transmitter	Submitted via...
<input type="checkbox"/>	<p><b>Terminate Authorized Agents (Delegates) Locations:</b> 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 <a href="#">Authorized Agent Quick Guide</a> for more information.</p> <p><b>Note:</b> Failure to upload an Agent's information and 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"/>	<p><b>Submission of Surrender Request through Company Form (MU1):</b> Request the surrender of the license through the submission of the Company Form (MU1). See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions.</p>	NMLS

#### REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

Complete	RI Currency Transmitter	Submitted via...
<input type="checkbox"/>	<p><b>Final Annual Report:</b> The Final Annual Report must be filed no later than thirty (30) days of receipt by the <i>State of Rhode Island Division of Banking</i> of notice through the NMLS of the surrender of the license in order to avoid a delayed filing penalty of \$25.00 per day of delay. The Final Annual Report filing fee is \$55.00 and must be paid directly to the Rhode Island Division of Banking and not through the NMLS. <a href="#">Click here for the Final Annual Report.</a></p>	<p><b>Mail to Rhode Island Department of Business Regulation Division of Banking</b></p>