



VA Qualified Education Loan Servicer Federal Contractor Surrender Checklist (Company)

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 Virginia Bureau of Financial Institutions' Administration and Licensing Section staff by phone at (804) 371- 9690 or send your questions via email to vabureauoffinancialinstitutions@scc.virginia.gov.

For U.S. Postal Service:

Bureau of Financial Institutions
Administration and Licensing Section
PO Box 640
Richmond, VA 23218-0640

For Overnight Delivery:

Bureau of Financial Institutions
Administration and Licensing Section
1300 E. Main Street, Suite 800
Richmond, VA 23219

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	VA Qualified Education Loan Servicer License	Submitted via...
<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

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

Complete	VA Qualified Education Loan Servicer License	Submitted via...
<input type="checkbox"/>	<p>If making a surrender request, the licensee shall provide, pursuant to § 6.2-2608 C of the Code of Virginia the following information within 10 days:</p> <ul style="list-style-type: none"> - number of any qualified education loans being serviced pursuant to Chapter 26 - address where loan files and records will be securely maintained - name, address, email address, and telephone number of a contact person for follow-up questions. <p>If the licensee is unable to deliver this information, the licensee shall provide the Bureau with documentation asserting the basis for the licensee's inability to comply within 30 days.</p> <p>Once this information has been reviewed, additional information may be requested before processing the surrender request.</p>	Mail to Virginia