



## Amendments Jurisdiction-Specific Requirements



### VERMONT COMMERCIAL LENDER LICENSE (BRANCH)

#### Instructions

1. The following amendments require items to be sent to the Vermont Banking Division outside the NMLS:
  - Change in Address
  - Change in Branch Manager
2. The fee to change an address is \$100.00 per license certificate. There are no other amendment fees.
3. All fees, except as otherwise noted, are collected through the NMLS and ARE NOT REFUNDABLE.
4. Any Change of Address or Change in Branch Manager must also be reported on the applicable Form MU3 and/or Form MU2.
5. Jurisdiction-specific requirements, as set out in the checklist below, should be completed first as they 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:

Vermont Department of Banking, Insurance,  
Securities, and Health Care Administration  
Banking Division  
89 Main Street  
Montpelier, VT 05620-3101

For Overnight Delivery:

Vermont Department of Banking, Insurance,  
Securities, and Health Care Administration  
Banking Division  
89 Main Street, 2<sup>nd</sup> Floor  
Montpelier, VT 05620-3101

NMLS Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	ITEM
<b>CHANGE IN ADDRESS REQUIREMENTS</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>ORIGINAL LICENSE.</b> Return the original license certificate to the Vermont Banking Division for amendment.
<b>CHANGE IN BRANCH MANAGER</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceedings for all "Yes" answers to any of the Disclosure questions for the Branch Manager.

**WHO TO CONTACT** – Contact Vermont Banking Division licensing staff by phone at 802-828-3307 or send your questions via e-mail to [nmls@bishca.state.vt.us](mailto:nmls@bishca.state.vt.us) for additional assistance.

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 FACILITE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.