



Surrender Checklist

Jurisdiction-Specific Requirements



WASHINGTON CONSUMER LOAN COMPANY LICENSE

Instructions

1. Notice of office closure/license surrender must be filed through NMLS within 20 days of the event.
2. Update Records Custodian and location information on Form MU1 prior to filing surrender. Books & records must be accessible to DFI in compliance with RCW 31.04.155 and WAC 208-620-520.
3. Complete the Annual Assessment and Consolidated Annual Report (attached) that covers Washington activities from January 1, of the current year through the effective date of surrender. You must submit these reports even if you did no business in Washington since January 1. Send it to DFI outside NMLS along with your check payable to the "Washington State Treasurer" for any Assessment fee due per the instructions in the attached forms.
4. Surrender all branch licenses and file closure/surrender notices through NMLS on Form MU3 for each branch. Update the Records Custodian and location for each Branch.
5. All licensed Loan Originators sponsored by the company will be moved into an "Approved-Inactive" status as of the date of surrender.
6. Washington does not charge a fee for the actual surrender, but companies do pay an assessment on any business conducted from January 1st until the effective date of surrender.
7. 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 surrender through the NMLS at the following:

For U.S. Postal Service:

*Department of Financial Institutions
Division of Consumer Services
PO Box 41200
Olympia WA 98504-1200*

For Overnight Delivery:

*Department of Financial Institutions
Division of Consumer Services
150 Israel Rd SW
Tumwater WA 98501*

WHO TO CONTACT – Contact DFI's Division of Consumer Services licensing staff by phone at 360-902-8703 or send your questions via e-mail to DCS@dfi.wa.gov for additional assistance.

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	WASHINGTON CONSUMER LOAN COMPANY LICENSE ITEM
<input type="checkbox"/>		<p>ANNUAL ASSESSMENT & CONSOLIDATED ANNUAL REPORTS. Complete the attached Annual Assessment and Consolidated Annual Report for Washington activities from January 1st of the current year through the date of surrender.</p> <ul style="list-style-type: none"> You must submit these reports even if you did no business in Washington. Ensure your financial statements are filed on NMLS including Year-end Balance & Income sheets for prior year and most recent quarter-end statements.
<input type="checkbox"/>	<input type="checkbox"/>	<p>LOAN LISTS. Enclose your supporting list(s) of Washington loans (one for each assessment line item response that is not listed as 'none'). These lists must be in electronic format using Microsoft Excel software. Email using secure transmissions to Amanda Harvey at Amanda.Harvey@dfi.wa.gov. DFI will accept loan lists on CD but the data must be password protected.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>ASSESSMENT FEE. Make check payable to the Washington State Treasurer and ensure your company's license number is in the "memo" section of the check.</p>
<input type="checkbox"/>		<p>ADDITIONAL SURRENDER INFORMATION. Complete the attached form about the future contact person and the pipeline information. If the future contact information changes, you must provide written notice of the changes to DFI.</p>
<input type="checkbox"/>		<p>SURRENDER REASON. If your company is surrendering its license but not ceasing doing business in Washington, indicate under which authority you will continue to do business in Washington. Your options are one or more of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bank exclusion: See RCW 31.04.025, Consumer Loan Act <input type="checkbox"/> Doing business under the authority of Retail Installment Sales of Goods and Services Act: See chapter 63.14 RCW. <input type="checkbox"/> Other- Please specify: _____

**WASHINGTON STATE 2011 CONSUMER LOAN MAIN OFFICE CLOSURE/LICENSE SURRENDER
FORM**

ADDITIONAL INFORMATION

FUTURE CONTACT PERSON: _____
TITLE: _____
MAILING ADDRESS: _____

City County State Zip
PHONE NUMBER: _____
EMAIL ADDRESS: _____

NUMBER OF WASHINGTON LOANS IN PIPELINE*: _____
HOW ARE THESE LOANS BEING HANDLED? _____

*Include a list in excel format of all outstanding Washington loans in the pipeline

REASON FOR SURRENDER/CLOSURE: _____

WASHINGTON STATE 2011 CONSUMER LOAN MAIN OFFICE CLOSURE/LICENSE SURRENDER FORM

ANNUAL ASSESSMENT REPORT (AAR)

CONSUMER LOAN COMPANY NAME: _____

LICENSE NUMBER: CL-_____ **EFFECTIVE DATE OF CLOSURE/SURRENDER**_____

2011 WASHINGTON STATE CONSUMER LOAN ACTIVITY (ANSWER EVERY QUESTION OR WRITE IN "NONE")		Number of Loans	Dollar Volume	Number of Loans	Dollar Volume
LOAN ACTIVITY: ASSESSMENT		MORTGAGE (Include Reverse Mortgages)	MORTGAGE (Include Reverse Mortgages)	NON-MORTGAGE	NON-MORTGAGE
1	Enter the total principal balance of WA loans in the Licensee's portfolio at year end.				
2a	Enter the total principal amount of all WA loans brokered and table funded (On Reverse Mortgages only report advances made and accrued interest) from January 1st through the effective date of closure or surrender.				
2b	Enter the total principal amount of all WA loans the Licensee made (On Reverse Mortgages only report advances made and accrued interest) from January 1st through the effective date of closure or surrender. (Do not include canceled loans that did not fund).				
2c	Enter the total principal amount of all WA loans the Licensee purchased (On Reverse Mortgages only report advances made and accrued interest) from January 1st through the effective date of closure or surrender. (Include Secondary Market transactions)				
2d	Subtotal: Add lines 1 through 2c. Enter total mortgage dollar volume on line 3, Enter total non-mortgage dollar volume on line 4.				
ASSESSMENT FEE CALCULATION				Dollar Volume	
3	Enter the total mortgage dollar volume from 2d here.				
4	Enter the total non-mortgage dollar volume from 2d here.				
5	Adjusted total loan volume: Add lines 3 and 4.				
6	Assessment fee: multiply line 5 by .000180271 (round to the nearest cent) enter the result here. Pay this amount. Make checks payable to the "Washington State Treasurer."				

WASHINGTON STATE 2011 CONSUMER LOAN MAIN OFFICE CLOSURE/LICENSE SURRENDER FORM

CONSOLIDATED ANNUAL REPORT (CAR), Page 1

CONSUMER LOAN COMPANY NAME: _____

LICENSE NUMBER: CL-_____ **EFFECTIVE DATE OF CLOSURE/SURRENDER** _____

2011 WASHINGTON STATE CONSUMER LOAN ACTIVITY (ANSWER EVERY QUESTION OR WRITE IN "NONE")		Number of Loans	Dollar Volume
1	Enter the total principal balance of WA mortgage loans in the licensee's portfolio as of the effective date of closure or surrender.		
2	Enter the total principal balance of WA non-mortgage loans in the Licensee's portfolio as of the effective date of closure or surrender.		
3	For all loans that you own, enter the following information as of the effective date of closure or surrender:		
	3a. Interest Only Adjustable Rate Mortgages (ARMs)		
	3b. Payment Option ARMs		
	3c. Other first lien loans that permit negative amortization		
	3d. Introductory rate loans (Loans with: low initial payments based on a fixed introductory or "teaser" rate)		
3e. Balloon Payment Loans			
4	Enter the dollar amount of reverse mortgage loans (including advances) as of the effective date of closure or surrender.		
5	Enter the dollar amount of accrued interest earned on reverse mortgage loans as of the effective date of closure or surrender.		

2011 WASHINGTON STATE RESIDENTIAL MORTGAGE LOAN SERVICING ACTIVITY (ANSWER EVERY QUESTION OR WRITE IN "NONE")		Number of Loans	Dollar Volume
6	Enter the total annual volume of WA residential mortgage loans serviced during 2011.		
7	Washington mortgage loans contractually delinquent 60 days or more during 2011.		
8	Washington mortgage loans that foreclosed during 2011.		
9	Washington mortgage loans modified under HAMP loan modifications during 2011.		
10	Washington mortgage loans modified under other loan modifications made during 2011.		

WASHINGTON STATE 2011 CONSUMER LOAN MAIN OFFICE CLOSURE/LICENSE SURRENDER FORM

AFFIDAVIT

(PLEASE PRINT NEATLY)

AFFIDAVIT OF PREPARER:

I HEREBY CERTIFY AND SWEAR (OR AFFIRM) UNDER PENALTY OF PERJURY THAT I HAVE EXAMINED THE INFORMATION CONTAINED IN THIS ANNUAL ASSESSMENT REPORT (AAR), CONSOLIDATED ANNUAL REPORT (CAR), AND ATTACHED SUPPORTING DOCUMENTATION (INCLUDING ANY ACCOMPANYING SCHEDULES AND STATEMENTS – IF ANY), AND THE REPORTED INFORMATION IS CORRECT AND COMPLETE IN ACCORDANCE WITH THE LAW, AND FURTHER ACKNOWLEDGE THAT THERE ARE NO MISREPRESENTATIONS OR OMISSIONS OF MATERIAL FACTS.

Prepared By: _____
Signature *Date*

Typed or printed name of preparer *Title*

Phone: _____ Ext: _____ Fax: _____ E-mail: _____

AFFIDAVIT OF COMPANY OFFICIAL:

I, _____ the undersigned being the _____
Type or Print Name of Company Representative *Title of Company Representative*

of _____, a Washington licensed Consumer Loan Company,
Print Company Name as Licensed

HEREBY CERTIFY AND SWEAR (OR AFFIRM) UNDER PENALTY OF PERJURY THAT I HAVE EXAMINED THE INFORMATION CONTAINED IN THIS ANNUAL ASSESSMENT REPORT (AAR), CONSOLIDATED ANNUAL REPORT (CAR), AND ATTACHED SUPPORTING DOCUMENTATION (INCLUDING ANY ACCOMPANYING SCHEDULES AND STATEMENTS – IF ANY), AND THE REPORTED INFORMATION IS CORRECT AND COMPLETE IN ACCORDANCE WITH THE LAW, AND FURTHER ACKNOWLEDGE THAT THERE ARE NO MISREPRESENTATIONS OR OMISSIONS OF MATERIAL FACTS.

Signature of Company Representative

NOTARY:

Signed and sworn before me this _____ day of _____ 20_____ and

I hereby certify that I am not an officer or director of this company. _____

Signature of Notary Public

Notary Public in and for the:

State of _____

County of _____

My appointment expires: _____

notary seal here