



Uniform Company Renewal Checklist

Instructions

1. In order to ensure processing before January 1st, license renewal requests are to be submitted to the agency by the date specified by your state regulator. Each agency's renewal deadline can be found in the Renewal Section of the NMLS Resource Center. Review the checklist below to determine whether your regulator requires any documentation to be submitted outside NMLS. **If your regulator does not require any documents outside of NMLS, there is no need to submit this checklist.**
2. All requirements as identified on the checklist below must be submitted with this checklist within **5** business days of the electronic renewal submission to the location indicated below.

NMLS Unique ID Number: _____

Licensee's Legal Name: _____

The following agencies do not require any additional documentation to be submitted outside NMLS:

Alaska
Arkansas
California – DOC
Colorado
Hawaii (updated 11/21)
Iowa
North Dakota
Nebraska
New Hampshire
New Jersey
New Mexico
Oklahoma

Rhode Island
South Carolina – DCA
South Dakota
Texas – SML
Utah – DRE
Virginia
Washington
West Virginia
Wisconsin

STATE	CHECK IF APPLICABLE	AGENCY INFORMATION	REQUIRED ITEMS
AL	<input type="checkbox"/>	<p><u>For Overnight Delivery:</u> State Banking Department of Alabama Attn: Bureau of Loans 401 Adams Avenue, Suite 680 Montgomery, AL 36104</p> <p><u>For US Postal Services:</u> State Banking Department of Alabama Attn: Bureau of Loans P. O. Box 4600 Montgomery, AL 36103-4600</p>	<ul style="list-style-type: none"> • SURETY BOND. Original Continuation Certificate or original Surety Bond showing extended expiration date.
AZ	<input type="checkbox"/>	<p>ARIZONA DEPARTMENT OF FINANCIAL INSTITUTIONS 2910 N. 44TH Street #310 Phoenix, AZ 85018 602-771-2800</p>	<ul style="list-style-type: none"> • Submit Renewal Fee Form which includes RI CE and Inactive Status instructions (Click Here) • Financial Statement Requirements (Click Here) • Convert from a Mortgage Banker to a Mortgage Broker License (Click Here) • Convert from a Mortgage Broker to a Commercial Mortgage Broker (Click Here)
CA-DRE		<p><u>Renewal Requirements for Real Estate Corporation (Company) MLOs:</u></p> <p>Real Estate Corporation Company MLO license endorsement renewal requirements include a (MU1) renewal request/attestation submitted by the licensed <u>designated broker-officer</u> electronically through NMLS, and the payment of the appropriate renewal fees. A (MU1) renewal request/attestation submitted by someone other than the corporation's licensed designated broker-officer may cause a delay in the renewal of the company MLO license endorsement. The licensed designated broker-officer must <u>also</u> submit an individual (MU4) renewal request/attestation electronically through NMLS, the appropriate renewal fees, and evidence of completion of 8 hours of NMLS approved <u>continuing education</u> (CE). This (MU4) renewal request/attestation should be submitted <u>prior</u> to the filing of a corporation (MU1) renewal request/attestation.</p> <p><u>Underlying Real Estate License Must be in a "Current Status" to Renew MLO License Endorsement:</u></p> <p>In order to renew an Individual or Company MLO license endorsement the underlying real estate license must be in a "current status". A MLO whose real estate license is in an expired, revoked, or suspended status will not be able to renew their MLO license endorsement.</p>	
CT	<input type="checkbox"/>	<ul style="list-style-type: none"> • Credit Report Authorization <p>CT requires submission of a new Credit Report authorization for each Qualified Individual and Branch Manager in connection with your application to renew your company license for the 2012 licensing period. This authorization must be made through your NMLS account between 11/1/11 and 12/31/11, along with this renewal request.</p>	

STATE	CHECK IF APPLICABLE	AGENCY INFORMATION	REQUIRED ITEMS										
DC	<input type="checkbox"/>	<p>Department of Insurance, Securities & Banking 810 First Street, NE Suite 701 Washington, DC 20002</p>	<p>In order to renew a COMPANY license, a licensee should file the following forms and fees directly with the Department, no later than October 17th:</p> <ul style="list-style-type: none"> • Payment on Invoice on Annual Assessments – All checks must be made payable to: D.C. Treasurer, and must be submitted by REGULAR MAIL to: DISB – Banking Bureau P.O. Box 96378 Washington, DC 20090-6378 <p>***FAILURE TO SUBMIT THE REQUIRED INFORMATION BY THE OCTOBER 17, 2011 DEADLINE WILL SUBJECT THE LICENSEE TO A LATE FEE OF \$300***</p> <ul style="list-style-type: none"> • Surety Bond: Provide an original continuation certificate or original surety bond showing the extended expiration date of December 31, 2012, furnished by a surety company authorized to conduct business in the District. Click here to download sample bond form. Please use the following chart to determine the bond amount: <table border="1" data-bbox="938 1062 1533 1541"> <thead> <tr> <th>Total Dollar Volume of Loans</th> <th>Minimum Required Bond Amount</th> </tr> </thead> <tbody> <tr> <td>Total Volume of loans was \$1,000,000 or less</td> <td>\$12,500</td> </tr> <tr> <td>Total volume was more than \$1,000,000 but less than \$2,000,000</td> <td>\$17,500</td> </tr> <tr> <td>Total volume was more than \$2,000,000 but less than \$3,000,000</td> <td>\$25,000</td> </tr> <tr> <td>Total volume was more than \$3,000,000</td> <td>\$50,000</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Clean Hands Certificate: Click Here <p>The Certification form can be submitted by email as a scanned PDF file to BankingBureau@DC.gov or mailed to our offices.</p> <p>All renewal applications must be filed 30 days prior to the expiration date of the current license. Failure to submit the renewal application on or before December 1, 2011 will subject the licensee to a \$300 late fee.</p>	Total Dollar Volume of Loans	Minimum Required Bond Amount	Total Volume of loans was \$1,000,000 or less	\$12,500	Total volume was more than \$1,000,000 but less than \$2,000,000	\$17,500	Total volume was more than \$2,000,000 but less than \$3,000,000	\$25,000	Total volume was more than \$3,000,000	\$50,000
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Total volume was more than \$3,000,000	\$50,000												

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DE		DE Company and Branch licenses are not currently managed through NMLS this year.	
FL	<input type="checkbox"/>	See Florida's website for requirements: http://www.flofr.com/Finance/Forms/FMCRenewal.pdf	
GA	<input type="checkbox"/>	<ul style="list-style-type: none"> Any license type whose license is in their individual name must complete a "Verification of Lawful Presence within the United States" as a result of a recent law change in the state of Georgia. Please see the documents and instructions here GA-AffsSVID-Mtg-Ren Qualifying Individual for Broker/Processor License types are required to go to the Georgia website https://bkgfin.dbf.state.ga.us/mbcedata.html to enter their 8 hours of Continuing Education information. If also licensed as a loan originator then the same 8 hours of CE will be accepted for both license types. 	
ID	<input type="checkbox"/>	MU2 Control Persons must submit credit report authorizations dated on or before the date of renewal attestation.	

STATE	CHECK IF APPLICABLE	AGENCY INFORMATION	REQUIRED ITEMS
IL	<input type="checkbox"/>	<p>IL DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION DIVISION OF BANKING 122 South Michigan Avenue, Ste. 1900 Chicago, IL 60603</p>	<p>In order to renew a COMPANY license, a licensee should file the following IL State Required Documents directly with the Department, no later than <u>OCTOBER 15, 2011</u>:</p> <p>NOTE: FAILURE TO SUBMIT STATE REQUIRED DOCUMENTS BY OCTOBER 15th WILL CAUSE A DELAY IN RENEWAL PROCESSING AND MAY RESULT IN SUBSEQUENT REACTIVATION FEES.</p> <ul style="list-style-type: none"> • CONTINUATION CERTIFICATE FOR THE SURETY BOND (Required amount set by 38 Ill. Adm. Code 1050.490) Signature required. Surety Bond is for term of license and covers licensee and mortgage loan originator activities. Surety bond must show the name of the licensee. If using a DBA/or assumed name, this must be noted on the Bond. <ul style="list-style-type: none"> • Section 1050.490 Bonding Requirements (Click here) • Licensee Bond Form (Click here) • Exempt Entity Bond Form (Click here) • CONTINUATION CERTIFICATE FOR THE FIDELITY BOND (\$100,000) Expiration date and signature required. No continuous bond documentation (without an expiration date) will be accepted. The Fidelity Bond must show the name of the licensee, if using a DBA/or assumed name, this must be noted on the Bond. For a licensee classified as a banker and/ or an out of state broker with no office in the State of Illinois, a fidelity bond is required per the Illinois Residential Mortgage License Act 205 ILCS 635 Section 3-4(b). • CURRENT CERTIFICATE OF GOOD STANDING from the Secretary of State, State of Illinois. • IL STATE POLICE FORM – AUTHORIZATION FOR BACKGROUND CHECK AND RELEASE For each Owner or Control Person (10% or more ownership of company), provide an executed original copy of the Illinois State Police Form. Complete the top portion only. Click here for the form. <p><i>IL continue on next page</i></p>

STATE	CHECK IF APPLICABLE	AGENCY INFORMATION	REQUIRED ITEMS
IL	<input type="checkbox"/>	IL DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION DIVISION OF BANKING 122 South Michigan Avenue, Ste. 1900 Chicago, IL 60603	<ul style="list-style-type: none"> • CREDIT CHECK Individuals in a position of control are required to authorize a credit report through NMLS <u>annually</u>. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before the license renewal request for your company can be filed through NMLS by using the applicable form MU1 and MU2 (filing tab). <u>THIS REQUIREMENT IS DUE BY OCTOBER 15TH</u>. • ACTIVITY PERCENTAGES TOTALING 100% Click here for the form. • EXEMPTION AGREEMENT (Click here) • AVERMENTS OF LICENSEE Signed and notarized. (Click here) • DBA NAMES Please complete form if you have more than six (6) DBA names licensed in Illinois. Click here for form.
IN-DFI	<input type="checkbox"/>	INDIANA DEPARTMENT OF FINANCIAL INSTITUTIONS; DIVISION OF CONSUMER CREDIT 30 South Meridian Street, #300 Indianapolis, IN 46204	<ul style="list-style-type: none"> • First Lien Mortgage Lending licensees have no renewal requirements outside the NMLS. • Subordinate Lien Mortgage Lending licensees must use the following link to complete the volume report. http://extranet.dfi.in.gov/OnlineForms/CrdNoticeSubLienLend.aspx
IN-SOS	<input type="checkbox"/>	INDIANA SECRETARY OF STATE SECURITIES DIVISION 302 W. Washington Street, Room E111 Indianapolis, IN 46204 317-232-6681	<ul style="list-style-type: none"> • ULTIMATE EQUITABLE OWNER(S). \$100.00 for each ultimate equitable owner. Checks are made payable to the Secretary of State. If the owner has never had an FBI background check submitted through our office then click Federal Criminal Background Report: Explanation and Instructions for instructions on obtaining a report, include with this checklist the receipt for the report. <p>For complete details, click the following link: Loan Broker Information</p>
KS	<input type="checkbox"/>	KANSAS OFFICE OF THE STATE BANK COMMISSIONER DIVISION OF CONSUMER AND MORTGAGE LENDING 700 SW Jackson St., Suite 300 Topeka, KS 66603	<ul style="list-style-type: none"> • Complete and submit Renewal Questionnaire form and related License Fee directly to OSBC on or before October 31st. This form is provided to each licensee in renewal information packet from OSBC.

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KY	<input type="checkbox"/>	KENTUCKY DEPARTMENT OF FINANCIAL INSTITUTIONS 1025 Capital Center Drive, Suite 200 Frankfort, KY 40601	<ul style="list-style-type: none"> Companies and brokers to complete and submit an Annual Report Form. (Click here)
LA	<input type="checkbox"/>	LOUISIANA OFFICE OF FINANCIAL INSTITUTIONS NMLS@ofi.louisiana.gov Fax: 225-922-2860	<ul style="list-style-type: none"> Complete Loan Volume & Surety Bond Affidavit then return via email or facsimile. Click here for the form.
MA	<input type="checkbox"/>	MASSACHUSETTS DIVISION OF BANKS MORTGAGE LENDER/BROKER LICENSING UNIT 1000 Washington Street, 10 th Floor Boston, MA 02118 617-956-1500 x 351	<p><u>For Mortgage Companies</u></p> <ul style="list-style-type: none"> SURETY BOND. Submit an original rider or continuation certificate extending the Mortgage Lender and/or Mortgage Broker Bond through December 31, 2012, even if the bond is continuous. No other expiration dates will be accepted. Executed CORI Request Forms with a copy of valid government issued ID for all individuals who have an MU2 associated with your company unless they have an MU4 – attached here <p><u>For Loan Servicers</u></p> <ul style="list-style-type: none"> Compiled 2010 Third Party Loan Servicer Annual Report - complete the Third Party Loan Servicer Annual Report

STATE	CHECK IF APPLICABLE	AGENCY INFORMATION	REQUIRED ITEMS
MD	<input type="checkbox"/>	<p>Maryland Commissioner of Financial Regulation Attn. Licensing Unit 500 N Calvert Street, Suite 402 Baltimore, Maryland 21202 Tel: 410-230-6155 or 888-784-0136</p>	<ul style="list-style-type: none"> • SWORN NOTARIZED STATEMENTS (The statements must be signed by an owner, officer or control person) <ol style="list-style-type: none"> 1. SERVICES OFFERED (OR TO BE OFFERED) BY APPLICANT. Provide a sworn notarized statement indicating whether the applicant: 1) services loans for persons other than the applicant; 2) offers credit repair; 3) negotiates or offers to negotiate loan modification; and/or 4) offers loss mitigation. 2. VOLUME OF MARYLAND MORTGAGE BUSINESS. Provide a sworn notarized statement of the volume of Maryland mortgage business (including lending, brokering and servicing) conducted by the applicant in the previous twelve (12) months. If the applicant has not conducted a mortgage lending business at any time during the 36 months preceding the application, please also state in the sworn statement. • ORIGINAL SURETY BOND/ SURETY BOND RIDER. Provide an original continuous Maryland surety bond or surety bond rider based on the volume of Maryland mortgage business conducted by your company in the previous twelve (12) months. <ul style="list-style-type: none"> \$50,000 if volume is \$3,000,000 or less \$100,000 if volume is \$3,000,000.01 - \$10,000,000 \$150,000 if volume is \$10,000,000.01 or more \$750,000 blanket if 5 or more apps at same time • CERTIFICATE OF GOOD STANDING. Provide a Certificate of Good Standing dated not more than sixty (60) days from the filing of this application issued by the Maryland State Department of Assessments and Taxation. • CONTINUING EDUCATION: Each covered employee (the manager of each corporate office and branch office licensed, or required to be licensed, by the Commissioner of Financial Regulation) must complete 8 hours of NMLS approved continuing education (including 1 hour of instruction on Maryland mortgage-related law).
ME	ME Company and Branch licenses are not currently managed through NMLS this year.		

STATE	CHECK IF APPLICABLE	AGENCY INFORMATION	REQUIRED ITEMS								
MI (updated 11/14)	<input type="checkbox"/>	<p style="text-align: center;"><u>Bond:</u> Consumer Finance Section Office of Financial and Insurance Regulation 611 West Ottawa Street, 3rd Floor Lansing, MI 48933</p> <p style="text-align: center;"><u>Invoice & Fee:</u> Consumer Finance Section Office of Financial and Insurance Regulation PO Box 30165 Lansing, MI 48909 877-999-6442 McgheeS@michigan.gov</p>	<ul style="list-style-type: none"> • Renewal invoice stub that you received from Michigan OFIR • Check or money order payable to the State of Michigan • Original bond or continuation certificate extending expiration date to December 31, 2012 or subsequent year when required for license type. 								
MN	<input type="checkbox"/>	<p style="text-align: center;">Department of Commerce Financial Institutions Division 85 7th Place East Suite 500 St. Paul, MN 55101 Phone: 651-296-6657 mortgage.commerce@state.mn.us</p>	<ul style="list-style-type: none"> • Mortgage Originator and Servicer Companies must complete and submit the Minnesota 2012 License Renewal Notice by December 15, 2011. This form should not be signed and notarized until after the renewal application is completed. Minnesota 2012 License Renewal Notice (Our updated form is attached). • Continuation Certificate or verification certificate showing extended expiration date or original surety bond (required by Minn. Stat. 58.08, subd. 1a). • Mortgage Originator Companies provide a continuation certificate, verification certificate, or surety bond rider based on the dollar amount of closed residential mortgage loans originated in Minnesota in the preceding year according to the table below: <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">\$0 to \$5,000,000</td> <td style="padding: 5px;">\$100,000</td> </tr> <tr> <td style="padding: 5px;">\$5,000,000.01 to \$10,000,000</td> <td style="padding: 5px;">\$125,000</td> </tr> <tr> <td style="padding: 5px;">\$10,000,000.01 to \$25,000,000</td> <td style="padding: 5px;">\$150,000</td> </tr> <tr> <td style="padding: 5px;">Over \$25,000,000</td> <td style="padding: 5px;">\$200,000</td> </tr> </table> 	\$0 to \$5,000,000	\$100,000	\$5,000,000.01 to \$10,000,000	\$125,000	\$10,000,000.01 to \$25,000,000	\$150,000	Over \$25,000,000	\$200,000
\$0 to \$5,000,000	\$100,000										
\$5,000,000.01 to \$10,000,000	\$125,000										
\$10,000,000.01 to \$25,000,000	\$150,000										
Over \$25,000,000	\$200,000										
MO	MO Company and Branch licenses are not currently managed through NMLS this year.										

STATE	CHECK IF APPLICABLE	AGENCY INFORMATION	REQUIRED ITEMS
MS	<input type="checkbox"/>	MISSISSIPPI DEPARTMENT OF BANKING AND CONSUMER FINANCE MORTGAGE DIVISION 501 N West Street 901A Woolfolk Building Jackson, MS 39201 800-844-2499	<ul style="list-style-type: none"> • SURETY BOND. Original Continuation Certificate or original Surety Bond showing extended expiration date.
MT		MONTANA DIVISION OF BANKING AND FINANCIAL INSTITUTIONS banking@mt.gov 406-841-2920	<p><u>For Mortgage Brokers</u></p> <ul style="list-style-type: none"> • For the main office and each branch, please certify that a designated manager has been appointed who has three years of experience and whose license as an MLO has been renewed for 2012. Please provide the information requested in the attached spreadsheet – attached here. • Verify that the entity withholds payroll taxes for each MLO that works for the entity. • <u>Email</u> the spreadsheet to banking@mt.gov <p><u>For Mortgage Lenders</u></p> <ul style="list-style-type: none"> • For each office that originates residential mortgage loans, please certify that a designated manager has been appointed who has three years of experience and whose license as an MLO has been renewed for 2012. Please provide the information requested in the attached spreadsheet – attached here. • Verify that the entity withholds payroll taxes for each MLO that works for the entity. • <u>Email</u> the spreadsheet to banking@mt.gov
NC <i>(Updated 11/15)</i>		North Carolina Commissioner of Banks 316 W. Edenton Street Raleigh, NC 27603	<ul style="list-style-type: none"> • MORTGAGE SERVICERS. At the time of renewal Servicers must log into the NCCOB Online Access and verify its current schedule of the ranges of costs and fees it charges borrowers for its servicing related activities.
NV	<input type="checkbox"/>	Division of Mortgage Lending Licensing Office 1830 College Parkway, Floor 1 Carson City, NV 89706	<ul style="list-style-type: none"> • Child Support statement form

STATE	CHECK IF APPLICABLE	AGENCY INFORMATION	REQUIRED ITEMS
NY	<input type="checkbox"/>	STATE OF NEW YORK BANKING DEPARTMENT Attention License Renewal Agent One State Street New York, NY 10004	<ul style="list-style-type: none"> • Certificate(s) of Good Standing from the New York Secretary of State dated after November 1, 2011. • If the entity is also a foreign corporation, we also require a Certificate of Good Standing from the home state. • Does not apply to sole proprietors. • Bond continuation certificate evidencing that it is still in full force and effect – Applies to all Licensees and Registrants.
OH	<input type="checkbox"/>	DIVISION OF FINANCIAL INSTITUTIONS 77 South High Street, 21 st floor Columbus, Ohio 43215 webdfi-cf@dfi.com.state.oh.us	<ul style="list-style-type: none"> • Companies will need to submit, as applicable, the OMBA surety bond declaration/bond form or the OMLA surety bond declaration/bond form. Click here for the OMBA and OMLA form.
OR	<input type="checkbox"/>	OREGON DEPARTMENT OF CONSUMER AND BUSINESS SERVICES Division of Finance and Corporate Securities PO Box 14480 Salem OR 97309	<ul style="list-style-type: none"> • SURETY BOND. Updated surety bond. See Form: http://www.oregondfcs.org/forms/2775.pdf
PA <i>(updated 11/3/11)</i>	<input type="checkbox"/>	<p>Continuing Education Requirement for Mortgage Businesses: Under the Pennsylvania Mortgage Licensing Act, 7 Pa.C.S. § 6101 <i>et seq.</i>, Mortgage licensees are required to complete eight (8) hours of NMLS approved continuing education (CE) including one (1) hour of Pennsylvania specific. The 8 hours of continuing education must include 3 hours in federal law, 2 hours of ethics (to include fraud, consumer protection, and fair lending issues), 2 hours of non-traditional mortgage lending, and 1 hour of Pennsylvania law.</p> <p>At least one individual from each licensed location must complete the 8 hours of NMLS approved continuing education in 2011 in order to renew its mortgage license for 2012. This individual cannot be a mortgage originator unless all of the non-clerical staff of a particular licensed location are licensed as mortgage originators. The individual who is identified as satisfying the CE requirement for a licensed location should be listed as either the <u>Qualifying Individual</u> (on the MU1) or the <u>Branch Manager</u> (on the MU3).</p>	
PR	<input type="checkbox"/>	COMMISSIONER OF FINANCIAL INSTITUTIONS; REGULATION AND LICENSING DIVISION P.O. Box 11855 San Juan, PR 00910-3855	<ul style="list-style-type: none"> • SURETY BOND. Original Continuation Certification or original surety bond.

STATE	CHECK IF APPLICABLE	AGENCY INFORMATION	REQUIRED ITEMS						
SC-BFI	<input type="checkbox"/>	CONSUMER FINANCE DIVISION 1205 Pendleton Street, Suite 306 Columbia, SC 29201 803-734-2020 cfid@bofi.sc.gov	<ul style="list-style-type: none"> Provide statement showing volume of business (loans closed and serviced from January 1, 2011 to the present) and send bond/rider in the proper dollar amount. <table border="0" style="margin-left: 20px;"> <tr> <td>\$0 to \$49,999,999</td> <td>\$50,000</td> </tr> <tr> <td>\$50,000,000 to 249,999,999</td> <td>\$100,000</td> </tr> <tr> <td>\$250,000,000 and greater</td> <td>\$150,000</td> </tr> </table> Provide continuation/verification certificate that shows the bond is in full force and effect. Provide a mortgage lender special deposit bond for each other trade name license filed with our department. 	\$0 to \$49,999,999	\$50,000	\$50,000,000 to 249,999,999	\$100,000	\$250,000,000 and greater	\$150,000
\$0 to \$49,999,999	\$50,000								
\$50,000,000 to 249,999,999	\$100,000								
\$250,000,000 and greater	\$150,000								
TN	<input type="checkbox"/>	TENNESSEE DEPARTMENT OF FINANCIAL INSTITUTIONS; COMPLIANCE DIVISION 414 Union Street, Suite 1000 Nashville, TN 37219 Askmortgage.licensing@tn.gov 615-253-6714	<ul style="list-style-type: none"> SURETY BOND. Original Continuation Certificate or original Surety Bond, with power of attorney, showing extended expiration date of December 31, 2012. SUPPLEMENTAL REPORT. This form will be available on the Department's website prior to November 1 and must be submitted prior to December 31. Failure to timely submit both above items will result in the expiration of your license at the close of business on December 31. 						
TX-OCC	TX-OCCC Company and Branch licenses are not currently managed through NMLS this year.								
UT-DFI	UT-DFI Company and Branch licenses are not currently managed through NMLS this year.								
VI	<input type="checkbox"/>	OFFICE OF THE LIEUTENANT GOVERNOR Division of Banking and Insurance 5049 Kongens Gade St. Thomas VI 00802	<ul style="list-style-type: none"> Bond continuation certificate evidencing that it is still in full force and effect Tax Clearance Letter for VI Bureau of Internal Revenue Certificate of Good Standing from Division of Corporations and Trademarks Letter of Certification from ones home state indicating that they are current in that state Submission of the "Annual Mortgage Report". Click here for the form. 						
VT	<input type="checkbox"/>	VERMONT DEPARTMENT OF BANKING, INSURANCE, SECURITIES, AND HEALTH CARE ADMINISTRATION BANKING DIVISION 89 Main Street, 2 nd Floor Montpelier, VT 05620-3101 802-828-3307 FAX: 802-828-1477	<ul style="list-style-type: none"> Tax Certification Form certifying that the licensee does not owe any taxes to the state of VT – Click Here for the form. The Certification form can be submitted by email as a scanned PDF file to BISHCA-NMLS1@state.vt.us, faxed to (802) 828-1477, or mailed to the Vermont Banking Division. 						

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WY	<input type="checkbox"/>	WYOMING DIVISION OF BANKING Herschler Building, 3 East 122 West 25 th Street Cheyenne, WY 82002	<p>SURETY BOND. Provide an original surety bond Continuation Certificate, or surety bond rider based on the volume of Wyoming mortgage business conducted by your company in the previous twelve (12) months if the bond amount is to be amended.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 70%;">\$0 to \$3,000,000</td> <td style="text-align: right;">\$25,000</td> </tr> <tr> <td>\$3,000,001 to 9,999,999</td> <td style="text-align: right;">\$50,000</td> </tr> <tr> <td>\$10,000,000 and greater</td> <td style="text-align: right;">\$100,000</td> </tr> </table>	\$0 to \$3,000,000	\$25,000	\$3,000,001 to 9,999,999	\$50,000	\$10,000,000 and greater	\$100,000
\$0 to \$3,000,000	\$25,000								
\$3,000,001 to 9,999,999	\$50,000								
\$10,000,000 and greater	\$100,000								

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