



AMENDING AN MSB CALL REPORT SUBMISSION

This guide walks you through the steps required to amend a Money Services Businesses (MSB) Call Report. A submitted MSB Call Report can only be amended within 24 months after the end of the filing period. Amending an MSB Call Report does not reset the 24-month limit. This guide covers the steps to:

- [Access a Submitted/Processed MSB Call Report](#)
- [Amend a Section](#)
- [Submit the Amended Call Report](#)

Access a Submitted/Processed MSB Call Report

Any submitted or processed MSB Call Report within the 24-month time limit can be amended.

1. Log in to NMLS.
2. Click the **Filing** tab.
3. Click the **Call Reports** button (see *Figure 1*).

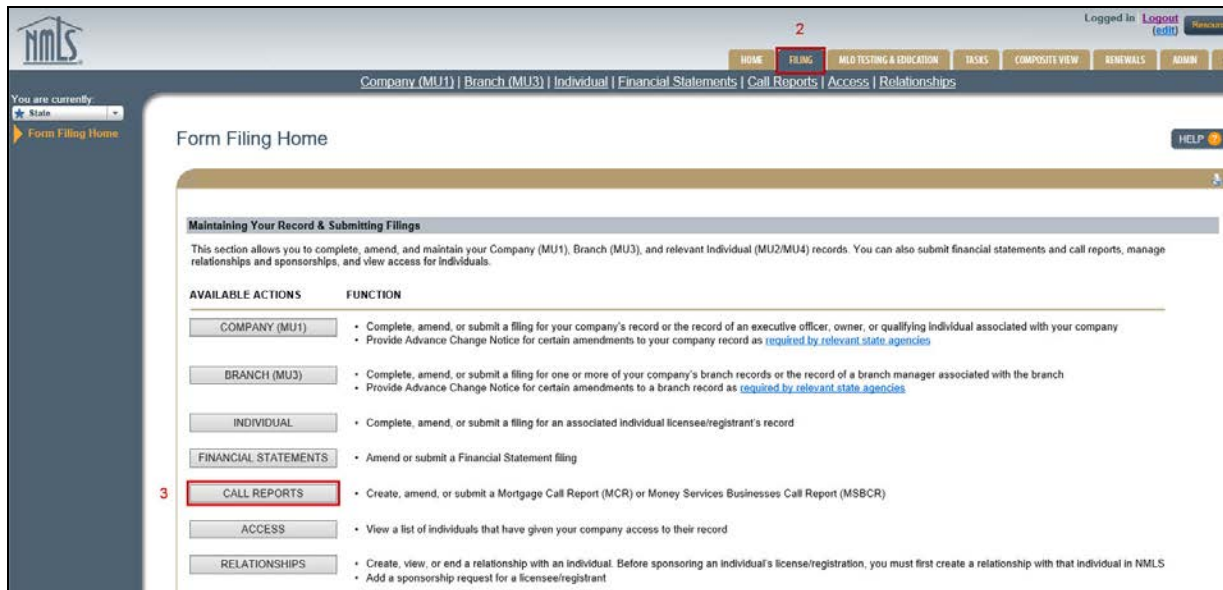



Figure 1: Form Filing Home

4. Click the **MSB Call Report** button.
5. Click the **View**  icon next to the desired MSB Call Report (see *Figure 2*).







Available Actions	Year	Period	Period End Date	Status
  	2016	Q3	9/30/2016	 Pending Initial
 5	2016	Q2	6/30/2016	 Submitted

Figure 2: View a Submitted MSB Call Report

Amend a Section

Sections that are not amended remain in a “Processed” status.


1. Click the **Edit**  icon next to the desired section on the *MSB Call Report Sections* page (see *Figure 3*).



Figure 3: Create an Amendment



2. Click the **Continue** button to proceed with creating an amendment.
3. Edit the desired fields and click the **Save and Move to Next** button.
4. Enter any necessary information in the *Explanatory Notes* section and click the **Save and Move to Next** button.

NOTE: The *Explanatory Notes* section is used to communicate to the regulator. It is a good practice to provide a note if amending a previously submitted report.

5. Resolve any completeness checks or warnings and/or errors.

NOTE: Completeness checks prevent marking a section as “Ready to Submit.” Warnings *do not* prevent marking a section as “Ready to Submit” but require an explanatory note. For an explanation of all completeness checks, warnings, and errors, refer to the [MSB Call Report Completeness Checks and Warnings](#) reference document.

6. Click the **Mark as Ready to Submit** button (see *Figure 4*).

NOTE: Every amended section must be marked as “Ready to Submit,” even if no changes were made. Click the **Undo**  icon next to the section on the *MSB Call Report Sections* page to undo an amendment. Click the **Compare Filing**  icon to compare previous versions (see *Figure 5*).

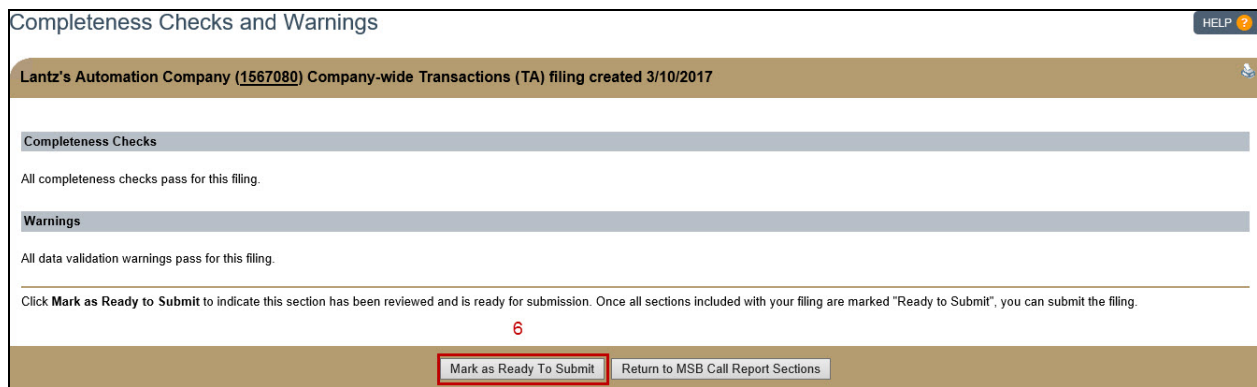


Figure 4: Mark Amendment as Ready To Submit



Available Actions	Status
	 Ready to Submit

Figure 5: MSB Call Report Section Actions

Submit the Amended Call Report

Once all sections are in a “Ready to Submit” or “Processed” status, submit the amended MSB Call Report.

1. Click the **Completeness Check and Submit** button on the *MSB Call Report Sections* page.
2. Resolve any completeness checks.
3. Select the checkbox in the attestation language and click the **Attest and Submit** button (see *Figure 6*).

For assistance, contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).