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**).

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

![Figure 1: Form Filing Home](image)

![Figure 2: View a Submitted MSB Call Report](image)
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](image)

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](image)
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).