**NMLS Federal Institution Name Change Form**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete the information below to request an update to the legal name in your institution’s NMLS record. This request can only be made by the Contact Employee or Account Administrator of the institution. Review the information for your institution in the Federal Reserve System’s [National Information Center (NIC) Database](http://www.ffiec.gov/nicpubweb/nicweb/nichome.aspx) prior to the submission of this form.

|  |  |  |
| --- | --- | --- |
| \**Indicates Required Information* |  | |
| **Institution Name Change Information** |  | |
|  |  | |
| \*Legal Name currently in NMLS: |  | |
|  |  | |
| \*New Legal Name: |  | |
|  |  | |
| **Institution Information** |  | |
|  |  | |
| \*Institution NMLS ID: |  | |
|  |  | |
| \*IRS Employer Identification Number: |  | |
|  |  | |
| \*RSSD ID: |  | |
|  |  | |
| \*Subsidiary (Yes or No):  (Only select yes if the parent institution is also registered in NMLS.) |  |  |
|  |  | |
| If Yes, Parent RSSD ID#: |  | |

The authorizing signature must be either the Contact Employee or Account Administrator of the

requesting institution.

Note: To help ensure prompt processing, please make sure that the signature is clearly legible.

I am authorized to submit this request on behalf of the institution and confirm the information above is true and accurate. I am requesting that the Nationwide Mortgage Licensing System & Registry (NMLS) base record of the institution identified above be amended to reflect the new legal name.

|  |  |
| --- | --- |
| **Institution Requestor** |  |
|  |  |
| \*First Name: |  |
|  |  |
| \*Last Name: |  |
|  |  |
| Suffix: |  |
|  |  |
| Title: |  |
|  |  |
| \*Email: |  |
|  |  |
| \*Phone: |  |
|  |  |
| \*Signature: |  |

**Upon completion, please return by either fax or email using the instructions provided in the requesting email.**