

Company Request Form Basics



Who Should complete this form?

- A company, institution, or sole proprietor who applies for a state license/registration or federal registration **must** first obtain a company account in NMLS.
- If your company has an Account Administrator (AA) with a username and password to NMLS, you should **not** proceed with this request.

Company Account Request Form

HELP ?

This form should be used by state-regulated financial services companies and/or federal agency regulated institutions (hereafter referred to as "company") to request an NMLS record for the first time. For a change in a company account or Account Administrator please call the NMLS Call Center at 855-NMLS-123 (855-665-7123).

If your company: (i) has an Account Administrator user with a username and password to access NMLS; (ii) has been issued an NMLS Unique ID; (iii) has submitted an MU1 or MU1R filing on NMLS; and/or (iv) has an approved license/registration in NMLS, you should answer "yes" to the question below. If this is your company's first interaction with NMLS, please answer "no" to the question below.

If you are unsure if you have a record, you may look up your company on [NMLS Consumer Access](#) or contact the NMLS Entitlement Group at 855-NMLS-123 (855-665-7123).

Does your company currently have a record in NMLS? Yes No

Next

Note: To request an account the user must select "No" on this option.

Information Input - State

The following information must be listed and must match exactly, including punctuation, to the attached documentation:

- Company's full legal name;
- IRS Employer Identification Number (EIN);
 - If the company is a sole proprietorship, the Social Security Number (SSN) should be entered.
- State of incorporation;
- Date of incorporation; and
- Address of main corporate headquarters

Company Account Request Form

HELP ?

Before continuing with the form, please read [Completing the Company Account Request Form](#).

Provide the information requested below and click **Next**

Company Information

Company Full Legal Name:

IRS Employer Identification Number: 99-9999999 or 999-99-9999
Sole Proprietors using their Social Security Number should enter it here. See [Instructions](#) for details.

Email:

Phone: 999-999-9999x99999

Fax: 999-999-9999

Company Headquarters Location

Street Address:
(PO Boxes not allowed)

Street Address:

City:

State:

Country/Province:

Postal Code: 999999 or 99999-9999

Previous Next Cancel

Legal Name

- Companies should use the **exact** legal name as it appears on their **Articles of Incorporation, Articles/Certificate of Organization, Partnership Agreement, or other legal document.**
- Each company should **not** be set up by **any trade name or “doing business as” (DBA).**
- Using the **legal name** will **ensure only a single record** is established for each distinct company in the system.
- **Sole Proprietors** should use their full legal name (**last, first, full middle**) as the **company legal name.**

Company Information

Full Legal Name:

Supporting File (state account requests only)

Document Requirements

- Documents must be in a single PDF file.
- May not exceed 8MB.

IRS Documentation:

- Only the the SS-4 Letter or the 147C letter is acceptable.
- The SS-4 letter is only issued to you once when your EIN is first established by the IRS.
- The 147C letter acts as a replacement if you do not have your SS-4 letter.

SOS Documentation

- The legal name of your business on the SOS documentation must match the legal name that is listed on the IRS documentation with the only exceptions being punctuation marks such as periods and commas.

Information Input - Federal

The following information must be listed and will be validated against the Federal Reserve System's National Information Center (NIC) Database:

- RSSD ID;
- Primary Federal Regulator; and
- RSSD ID of the parent institution if a subsidiary of a federally chartered institution

Company Account Request Form

HELP ?

Before continuing with the form, please read [Completing the Company Account Request Form](#).

Provide the information requested below and click **Next**.

Company Information

Company Full Legal Name:

IRS Employer Identification Number: 99-9999999 or 999-99-9999
Sole Proprietors using their Social Security Number should enter it here. See [Instructions](#) for details.

Email:

Phone: 999-999-9999x999999

Fax: 999-999-9999

Company Headquarters Location

Street Address:
(PO Boxes not allowed)

Street Address:

City:

State:

Country/Province:

Postal Code: 99999 or 99999-9999

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QUICK TIPS



The legal name provided must match the legal name that is listed on the IRS & SOS Documentation.



Upload the appropriate Secretary of State (**SOS**) and Internal Revenue Service (**IRS**) documentation. Punctuation is not necessary on IRS Documentation but must match on SOS documentation.



The SOS documentation can also be referred to as a **Certificate of Existence**.



To request a copy of the 147 C letter from the IRS, contact their Business & Specialty Tax Line (800-829-4933). You must contact the SOS for where you registered your business if you do not have that documentation.



Documents must be unaltered and combined into one single PDF file.



The Company Contact Person is a person within the company **authorized to answer questions** regarding the company's NMLS Record and may be contacted in regards

Common Rejection Reasons

- Information on request doesn't match the IRS documentation or SOS documentation. **Information must match exactly as it appears on the IRS documentation (punctuation not necessary) and SOS documentation (punctuation must match).**
- IRS Documentation and/or SOS Documentation not provided.
- Account Administrators not being a **direct employee**.
- Using a **generic address**, e.g., myfavoritecompany@xyz.com or an email address that belongs to a different company will **result in a rejected submission**. You **must** use an email address that is directly linked to the **Account Administrators and indicates a connection to the company requested**.
- Formation Date not in the correct format. **It must be listed with a 2-digit month, 2-digit day, and 4-digit year (xx/xx/xxxx).**

What to Do if the Account has been Rejected?

Review	Review the rejection email to determine the cause of the rejection.
Request	Follow the company account process to request the account again. This must be done again to request the account.
Validate	Ensure that new request resolves the errors that prevented the account from being approved with the original request.
Wait	Company Account requests take 3-5 business days to review.

Support

- To obtain information about the specific sections of the form, access the [Completing the Company/Institution Request Quick Guide](#) linked in the Company Account Request section in NMLS.
- To obtain information specific to policy, definitions and step-by-step instructions on how to complete the Company Request Form, access this [Help Document](#) for details.
- Contact the Call Center at **1-855-665-7123**.

