



# AK Deferred Deposit Advance Branch License Surrender Checklist (Branch)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. We may request additional information upon review of your surrender; watch your email for such requests.

### Help Resources

- [Company License Surrender Requests Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

### Agency Contact Information

Contact the Alaska Division of Banking and Securities licensing staff by phone at (907)-465-2521 or send your questions via email to [LoanEntity.Licensing@alaska.gov](mailto:LoanEntity.Licensing@alaska.gov) for additional assistance.

#### *For U.S. Postal Service:*

*State of Alaska, Department of Commerce,  
Community & Economic Development  
Division of Banking & Securities  
P.O. Box 110807  
Juneau, Alaska 99811-0807*

#### *For 2-Day Delivery:*

*State of Alaska, Department of Commerce,  
Community & Economic Development  
Division of Banking & Securities  
333 Willoughby Avenue, 9th Floor  
State Office Building  
Juneau, Alaska 99801*

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

**REQUIREMENTS COMPLETED IN NMLS**

| Complete                 | AK Deferred Deposit Advance Branch License   | Submitted via... |
|--------------------------|--|------------------|
| <input type="checkbox"/> | <b>Submission of Surrender Request through Branch Form (MU3):</b> Request the surrender of the license through the submission of the Branch Form (MU3). See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions.   | <b>NMLS</b>      |
| <input type="checkbox"/> | <b>Books and Records:</b> Update the <i>Books and Records</i> section of Company Form (MU1) and provide the Custodian name and the physical location where the books and records will be maintained subsequent to surrender. If the Records Custodian or location changes after surrender, you must provide written notice of changes to the Alaska Division of Banking & Securities. Books and records must be kept for three (3) years from the date of surrender. Please refer to AS 06.50.320 for detailed requirements. | <b>NMLS</b>      |
| <input type="checkbox"/> | <b>Consumer Complaint Contact Employee:</b> Verify that the Consumer Complaint Contact Employee in the <i>Contact Employees</i> section of the Company Form (MU1) is accurate.   | <b>NMLS</b>      |

**REQUIREMENTS SUBMITTED OUTSIDE OF NMLS**

No items are required to be submitted outside of NMLS for this license/registration at this time.