



AZ Debt Management License Transition Checklist (Company)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Note from AZ-DFI: We ask that you provide the necessary information needed to make our decision within 10 days of the date we notify you of any deficiencies. This is to ensure the application can be processed and to avoid any undue delay. Untimely submissions may result in your application being considered withdrawn. If the application is withdrawn, the applicant will have the ability to reapply and the application fee will be waived.

Transition to NMLS

Companies holding the Arizona Department of Financial Institutions (AZ-DFI) Debt Management License are able to submit a license transition request through NMLS by filing a Company Form (MU1) and an Individual Form (MU2) for each of their control persons. AZ-DFI Debt Management License will be available in NMLS to submit the transition request starting May 1st, 2017. The transition to NMLS for this license is *optional*.

Additionally, for each branch (company owned location) holding a AZ-DFI Debt Management Branch License, a company must complete and submit a Branch Form (MU3) through NMLS.

Note: If you already have a record in NMLS and have submitted these forms in the past, you do not need to re-enter your company information into NMLS. You will only need to identify the business activities your company conducts and the states in which the various activities are conducted. Then, you will select the appropriate license in AZ-DFI, and complete a few state-specific fields.

It is important that current licensees have the appropriate transition number available when completing and submitting their Company Form (MU1), so they are not charged a new application fee. The transition number is your 7 digit AZ-DFI license number. This is found on the top of your AZ-DFI license after the letters "DM -".

AZ-DFI encourages current licensees, that wish to transition their license to NMLS, to update their information with AZ-DFI by May 1st, 2017, so there will be no pending changes to submit at the time of transition.

Arizona Revised Statutes Title 32, Chapter 9 – [Debt Management](#)

Notice to Applicant Pursuant to [A.R.S. § 41-1030](#)

An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a license requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

This section may be enforced in a private civil action and relief may be awarded against the State. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

A State employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissed pursuant to the Agency's adopted personnel policy.

This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

Activities Authorized Under This License

This license authorizes the following activities...

- Debt management/credit counseling
- Debt negotiation

Document Uploads Guidance

Documents that must be uploaded to the *Document Uploads* section of the Company Form (MU1) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in [Document Upload Descriptions and Examples](#).
- Only upload documents relevant to the company transition.
- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded that should not be, you will be contacted by your regulator and asked to remove them from NMLS.
- Do not upload the same company documents multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents (e.g., Surety Bonds), be sure to indicate the applicable state.

Helpful Resources

- [Transitioning an Existing Company License Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Individual Form \(MU2\) Filing Quick Guide](#)
- [Financial Statements Quick Guide](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

Agency Contact Information

Contact *Arizona Department of Financial Institutions* licensing staff by phone at (602) 771-2800 or send your questions via email to licensing@azdfi.gov for additional assistance.

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.

LICENSE FEES - Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.

Complete	AZ Debt Management License	Submitted via...
Note	AZ-DFI License/Registration Transition Fee: \$0 NMLS Transition Processing Fee: \$0	N/A

REQUIREMENTS COMPLETED IN NMLS

Complete	AZ Debt Management License	Submitted via...
<input type="checkbox"/>	<p>Submission of Company Form (MU1): Complete and submit the Company Form (MU1) in NMLS. This form serves as the transition request for the license/registration through NMLS.</p> <p>See the Transitioning an Existing License Quick Guide for instructions on how to submit the transition request.</p> <p>When selecting your license in the Company Form (MU1), you will be asked to enter your existing license number. Be sure to enter your 7 digit AZ-DFI license number.</p> <p>This is found on the top of your AZ-DFI license after the letters “DM-.”</p> <p>Note: If your company holds additional Debt Management Lender Licenses related to the use of other trade names, you must also submit a transition request for the appropriate <i>Arizona Debt Management License – Other Trade Name #</i> via the Company Form (MU1)</p>	NMLS
<input type="checkbox"/>	<p>Financial Statements: Upload an Audited financial statement prepared in accordance with Generally Accepted Accounting Principles dated within 90 days of your fiscal year end. Financial statements should include a balance sheet, income statement, and statement of cash flows and all relevant notes thereto. If applicant is a start-up company, only an initial statement of condition is required.</p> <p>The financial statement must illustrate a company net worth of \$250,000 Liquid assets.</p> <p>Note: Financial statements are uploaded separately under the Filing tab and <i>Financial Statement</i> submenu link. See the Financial Statements Quick Guide for instructions.</p>	NMLS
<input type="checkbox"/>	<p>Other Trade Name: If operating under a name that is different from the applicant’s legal name, that name (“Trade Name”, “Assumed Name” or “DBA”) must be listed under the <i>Other Trade Names</i> section of the Company Form (MU1).</p> <p>AZ Debt Management License are prohibited from using more than one other trade name for each license obtained. Therefore, please be advised that applicants must hold an AZ Debt Management License - Other Trade Name for</p>	<p>NMLS</p> <p>Upload in NMLS: under the Document Type Trade Name/Assumed Name Registration Certificates</p>

	<p>each other trade name listed in the <i>Other Trade Names</i> section of the Company Form (MU1). AZ-DFI does not allow more than one of other trade names to be held.</p> <p>Therefore, please be advised that applicants must hold an AZ Debt Management License - Other Trade Name for each other trade name listed in the <i>Other Trade Names</i> section of the Company Form (MU1). AZ-DFI does not allow more than one of other trade names to be held.</p> <p>This document should be named <i>Arizona Debt Management Trade Name – Assumed Name</i>.</p>	in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	Resident/Registered Agent: The Resident/Registered Agent must be listed under the <i>Resident/Registered Agent</i> section of the Company Form (MU1).	NMLS
<input type="checkbox"/>	<p>Primary Contact Employees: The following individuals must be entered into the <i>Contact Employees</i> section of the Company Form (MU1).</p> <ol style="list-style-type: none"> Primary Company Contact. This is the person whom will be notified of any important information that affects your license. This includes renewal notification and to whom your license will be emailed to. Primary Consumer Complaint Contact. This is the person to whom AZ-DFI will send complaints to that have been filed with our agency. 	NMLS
Note	Non-Primary Contact Employees: AZ-DFI does not require any non-primary contacts to be listed in the <i>Contact Employees</i> section of the Company Form.	N/A
Note	Bank Account: Bank account information is not required. The <i>Bank Account</i> section of the Company Form (MU1) can be left blank.	N/A
<input type="checkbox"/>	<p>Disclosure Questions: Provide a complete and detailed explanation and document upload for each “Yes” response to Disclosure Questions made by the company or related control persons (MU2).</p> <p>See the Company Disclosure Explanations Quick Guide for instructions.</p>	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).
Note	Qualifying Individual: The <i>Qualifying Individual</i> section is not required to be completed for AZ-DFI on the Company Form (MU1).	N/A
<input type="checkbox"/>	Control Person (MU2) Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable control person before it is able to be submitted along with the Company Form (MU1).	NMLS
Note	Credit Report: Individuals in a position of control are NOT required to authorize a credit report through NMLS.	N/A
Note	MU2 Individual FBI Criminal Background Check is Required Through NMLS: Direct Owners/Executive Officers, Indirect Owners, and Qualifying Individuals are NOT required to authorize a FBI criminal background check (CBC) through NMLS.	N/A

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

Complete	AZ Debt Management License	Submitted via...										
<input type="checkbox"/>	<p>Debt Management Agreement: Per A.R.S. 6-704 E. Each applicant for a license shall file with his application a blank copy of the contract intended to be used between the licensee and the debtor and shall file with the superintendent a copy of all changes and amendments thereto.</p>	<p>Upload in NMLS: under <u>Debt Management Agreement</u> in the Document Uploads section of the Company Form (MU1).</p>										
<input type="checkbox"/>	<p>Surety Bond: Submit company bond in the amount listed below in the Surety Bond Requirements Table furnished by a surety company authorized to conduct business in AZ. The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names. Click here to access the form.</p> <p>This document should be named <i>Debt Management Surety Bond</i>.</p> <p>Surety Bond Requirements Table</p> <table border="1" data-bbox="256 863 1206 1131"> <thead> <tr> <th data-bbox="256 863 727 919"><i>Amount</i></th> <th data-bbox="727 863 1206 919"><i>Bond Amount</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="256 919 727 972">\$100,000.00 - \$250,000.00</td> <td data-bbox="727 919 1206 972">\$10,000.00</td> </tr> <tr> <td data-bbox="256 972 727 1024">\$250,000.00 - \$500,000.00</td> <td data-bbox="727 972 1206 1024">\$15,000.00</td> </tr> <tr> <td data-bbox="256 1024 727 1077">\$500,001.00 - \$1,000,000.00</td> <td data-bbox="727 1024 1206 1077">\$20,000.00</td> </tr> <tr> <td data-bbox="256 1077 727 1131">More than \$1,000,000.00</td> <td data-bbox="727 1077 1206 1131">\$25,000.00</td> </tr> </tbody> </table>	<i>Amount</i>	<i>Bond Amount</i>	\$100,000.00 - \$250,000.00	\$10,000.00	\$250,000.00 - \$500,000.00	\$15,000.00	\$500,001.00 - \$1,000,000.00	\$20,000.00	More than \$1,000,000.00	\$25,000.00	<p>Upload in NMLS: under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<i>Amount</i>	<i>Bond Amount</i>											
\$100,000.00 - \$250,000.00	\$10,000.00											
\$250,000.00 - \$500,000.00	\$15,000.00											
\$500,001.00 - \$1,000,000.00	\$20,000.00											
More than \$1,000,000.00	\$25,000.00											

INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS

No individual (MU2) documents are required to be uploaded into NMLS for this license/registration at this time.

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

Complete	AZ Debt Management License	Submitted via...
<p>No items are required to be submitted outside of NMLS for this license/registration at this time.</p>		