



# AZ Money Transmitter License Transition Checklist (Company)

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## CHECKLIST SECTIONS

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- [License Fees](#)
- [Requirements Completed in NMLS](#)
- [Requirements/Documents Uploaded in NMLS](#)
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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 Untimely submissions may result in your application being considered withdrawn. If the application is withdrawn, the applicant will have the ability to reapply and the application fee will be waived.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) Money Transmitter 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 Money Transmitter License will be available in NMLS to submit the transition request starting May 1<sup>st</sup>, 2017. The transition to NMLS for this license is *optional*.

Additionally, for each branch (company owned location) holding a AZ-DFI Money Transmitter 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 "MT -".

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

See Arizona Revised Statutes Title 32, Chapter 9 – [Money Transmitter](#).

## 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...

- Bill paying
- Issuing and/or selling drafts
- Selling prepaid access/stored value
- Check cashing
- Electronic Money Transmitting
- Foreign currency dealing or exchanging
- Issuing money orders
- Issuing prepaid access/stored value
- Other-Money Services
- Selling money orders

## 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](mailto: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 Money Transmitter License	Submitted via...
Note	AZ-DFI License/Registration Transition Fee: \$0 NMLS Transition Processing Fee: \$0	N/A

**REQUIREMENTS COMPLETED IN NMLS**

Complete	AZ Money Transmitter License	Submitted via...
<input type="checkbox"/>	<p><b>Submission of Company Form (MU1):</b> 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 <a href="#">Transitioning an Existing License Quick Guide</a> for instructions on how to submit the transition request.</p> <p><b>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.</b></p> <p><b>This is found on the top of your AZ-DFI license after the letters "MT-."</b></p>	NMLS
<input type="checkbox"/>	<p><b>Financial Statements:</b> Upload an <b>Audited</b> 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 \$100,000.</p> <p><b>Note:</b> Financial statements are uploaded separately under the Filing tab and <i>Financial Statement</i> submenu link. See the <a href="#">Financial Statements Quick Guide</a> for instructions.</p>	NMLS
Complete	AZ Money Transmitter License	Submitted via...
<input type="checkbox"/>	<p><b>Authorized Agents (Delegates) Locations:</b> Licensees must use the <a href="#">AZ eLicense Portal</a> to report Authorized Agents (Delegates). Upon license approval, applicants are required to utilize the <a href="#">AZ eLicense Portal</a> to provide a list of agents who are authorized to conduct money transmission business in the state of <i>Arizona</i> on the Applicant's behalf. Agent adjustments (additions, deletions, and modifications) must be submitted through the portal on a <i>quarterly basis</i>.</p>	AZ eLicense Portal
<input type="checkbox"/>	<p><b>Other Trade Name:</b> 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 Other Trade Names section of the Company Form</p>	NMLS Upload in NMLS: under

	(MU1). If operating under an “Other Trade Name”, upload documentation regarding ability to do business under that trade name.  This document should be named <i>[State-License Type] Trade Name – Assumed Name</i> .	the Document Type <a href="#">Trade Name/Assumed Name Registration Certificates</a> in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	<b>Resident/Registered Agent:</b> The Direct Owner must be listed under the <i>Resident/Registered Agent</i> section of the Company Form (MU1) Leave in or take out and must match the information currently on record with AZ-DFI.	<b>NMLS</b>
<input type="checkbox"/>	<b>Primary Contact Employees:</b> The following individuals must be entered into the <i>Contact Employees</i> section of the Company Form (MU1).  1. <b>Primary Company Contact.</b> Responsible Individual Named as the Responsible Individual, Name and Title. 2. <b>Primary Consumer Complaint Contact.</b> The Individual Named as the Responsible Individual, Name and Title.	<b>NMLS</b>
Note	<b>Non-Primary Contact Employees:</b> AZ-DFI does not <b>require</b> any non-primary contacts to be listed in the <i>Contact Employees</i> section of the Company Form (MU1).	<b>N/A</b>
Note	<b>Bank Account:</b> Bank account information is not required. The <i>Bank Account</i> section of the Company Form (MU1) can be left blank.	<b>N/A</b>
<input type="checkbox"/>	<b>Disclosure Questions:</b> 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).  See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.	<b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).
<input type="checkbox"/>	<b>Qualifying Individual:</b> The <i>Qualifying Individual</i> section is required to be completed for AZ-DFI on the Company Form (MU1).	<b>NMLS</b>
<b>Complete</b>	<b>AZ Money Transmitter License</b>	<b>Submitted via...</b>
<input type="checkbox"/>	<b>Control Person (MU2) Attestation:</b> 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).	<b>NMLS</b>
Note	<b>Credit Report:</b> Individuals in a position of control are NOT required to authorize a credit report through NMLS.	<b>N/A</b>
Note	<b>MU2 Individual FBI Criminal Background Check Not Required Through NMLS:</b> Direct Owners/Executive Officers, Indirect Owners, and Qualifying Individuals are NOT required to authorize a FBI criminal background check (CBC) through NMLS.	<b>N/A</b>

**REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS**

Complete	AZ Money Transmitter License	Submitted via...										
<input type="checkbox"/>	<p><b>Surety Bond:</b> Submit company bond in the amount listed below furnished by a surety company authorized to conduct business in Arizona. The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names. <a href="#">Click here to access the form.</a></p> <p><b>Surety Bond Requirements Table</b></p> <table border="1" data-bbox="261 562 1206 856"> <thead> <tr> <th data-bbox="261 562 686 636"><i>Number of Authorized Delegates &amp; Arizona Locations</i></th> <th data-bbox="686 562 1206 636"><i>Bond Amount</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="261 636 686 674" style="text-align: center;">0 – 5</td> <td data-bbox="686 636 1206 674" style="text-align: center;">\$25,000</td> </tr> <tr> <td data-bbox="261 674 686 711" style="text-align: center;">6 – 20</td> <td data-bbox="686 674 1206 711" style="text-align: center;">\$100,000</td> </tr> <tr> <td data-bbox="261 711 686 785" style="text-align: center;">21 – 200</td> <td data-bbox="686 711 1206 785" style="text-align: center;">\$100,000 + \$5,000.00 for each delegate or location. Max of \$250,000</td> </tr> <tr> <td data-bbox="261 785 686 856" style="text-align: center;">201+</td> <td data-bbox="686 785 1206 856" style="text-align: center;">\$250,000 + \$5,000.00 for each delegate or location. Max of \$500,000</td> </tr> </tbody> </table>	<i>Number of Authorized Delegates &amp; Arizona Locations</i>	<i>Bond Amount</i>	0 – 5	\$25,000	6 – 20	\$100,000	21 – 200	\$100,000 + \$5,000.00 for each delegate or location. Max of \$250,000	201+	\$250,000 + \$5,000.00 for each delegate or location. Max of \$500,000	<p><b>Upload in NMLS:</b> under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1). This document should be named <i>[License Type] Surety Bond</i>.</p>
<i>Number of Authorized Delegates &amp; Arizona Locations</i>	<i>Bond Amount</i>											
0 – 5	\$25,000											
6 – 20	\$100,000											
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201+	\$250,000 + \$5,000.00 for each delegate or location. Max of \$500,000											

**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 Money Transmitter License	Submitted via...
<p>No items are required to be submitted outside of NMLS for this license/registration at this time.</p>		