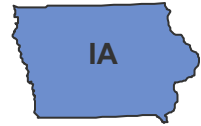




Amendments Jurisdiction-Specific Requirements



IOWA DEBT MANAGEMENT LICENSE

Instructions

Pre-Notification:

The following changes to a company record or individual record require notification to this agency 30 days prior to the change being made in NMLS.

Change of name

Change of address

Change in control

The Iowa Division of Banking will notify you when you're authorized to make the changes in NMLS.

1. Amendments to your record that can be made through NMLS without prior notification or pre-approval are detailed in the checklist below. The documentation to support these changes is required to be submitted to the agency within 5 business days of submission of your amendment filing through NMLS.
2. You will be prompted to pay for any changes to your record that includes an amendment fee. The fields that generate an amendment fee through NMLS are noted below.
3. The Iowa Division of Banking charges amendment fees for the field listed below. Fees will be collected through NMLS.
 - Change of Ownership – \$100
4. The Iowa Division of Banking charges amendment fees for the fields listed below through NMLS (check all that apply):
 - Change of Address \$25 per license
 - Change of Name \$25 per license
 - Change of Other Trade Names \$25 per license
5. All fees collected through the NMLS ARE NOT REFUNDABLE.
6. Any change in Control Persons must also be reported on Form MU2.
7. Supporting documentation as noted in the checklist must be provided along with this checklist at the following:

For U.S. Postal Service or Overnight Delivery Send to:

*Iowa Division of Banking
200 E. Grand Avenue, Suite 300
Des Moines, Iowa 50309*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	ITEM
N/A	<input type="checkbox"/>	<input type="checkbox"/>	SURETY BOND RIDER. (For change of address or change of name only) - Contact the surety bond producer to inform them of the legal name/main address change and effective date, so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the NMLS Resource Center for more information.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	ORIGINAL LICENSE. (For change of address or change of name only) - Return the original license as issued by the Iowa Division of Banking.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SECRETARY OF STATE/MUNICIPALITY DOCUMENTATION. Corporations; provide a Certificate of Good Standing dated not more than 90 days from the filing of this application issued by the Iowa Secretary of State. <ul style="list-style-type: none"> a. Limited liability company; provide a copy of a Certificate of Good Standing or a Certificate of Registration dated not more than 90 days from the filing of this application issued by the Iowa Secretary of State. b. Limited partnership; provide a Certificate of Good Standing for the Limited Partnership from the Iowa Secretary of State. c. General partnership; provide a Certificate of Good Standing for the General Partnership from the City or Town in which the partnership is registered.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions for company or any new Control Person or any new Manager.

WHO TO CONTACT – Contact the Iowa Division of Banking Finance Bureau licensing staff by phone at 515-281-4014 or send your questions via e-mail to fblicensing@idob.state.ia.us for additional assistance.

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