



Branch Amendments Jurisdiction-Specific Requirements



IOWA DELAYED DEPOSIT SERVICES BUSINESS BRANCH LICENSE

Instructions

Pre-Notification:

The following changes to the Branch Record or Form Individual Record require prior notification and must be sent outside NMLS to this agency 30 days prior to the change being made in NMLS.

Change of address Change of control Change of name

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 pre-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 charge through NMLS are noted below.
3. The Iowa Division of Banking charges amendment fees for the fields listed below through NMLS (all that apply are checked):
 - Change of Address \$25 per license
 - Change of Name \$25 per license
4. The Iowa Division of Banking charges amendment fees for the fields listed below that cannot be collected through NMLS and must be paid by sending a check made payable to Iowa Division of Banking along with this checklist. (Check all that apply)
 - Change of control - \$100
5. All fees collected through the NMLS ARE NOT REFUNDABLE.
6. Any Change of Name must also be reported on the applicable Company Record.
7. Provide complete details in NMLS of all events or proceeding for any "Yes" answer to any of the Disclosure questions and upload a copy of any applicable orders or documents.
8. Jurisdiction-specific requirements should be completed first as identified on the checklist below as they must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service or For 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"/>	BOND

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.