



Company New Application Checklist Agency Requirements



IOWA DELAYED DEPOSIT SERVICES BUSINESS REGISTRATION

This document includes instructions for a company (corporation location) new application request. If you need to complete a new application for a branch location, refer to the appropriate new application checklists.

Total License costs: \$0 including the NMLS processing fee. A \$15 fee for a credit report will be added if one has not been authorized through NMLS in the past 30 days for each required control person. Fees collected through the NMLS ARE NOT REFUNDABLE. An additional fee of \$36.26 will be added per for MU2 Individual FBI Criminal Background Check authorization. See below for more information.

Use the checklist below to complete the requirements for the Iowa Division of Banking.

The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that must be sent outside NMLS.

For help with the NMLS application, see the [Quick Guide for submitting a complete Company Form](#) filing through NMLS.

Agency specific requirements marked **Filed in NMLS** must be completed and/or uploaded in NMLS; this information will not be viewable to the agency until the application has been submitted through NMLS.

For help with document uploads, see the [Quick Guide for document upload in NMLS](#)

Note: Financial statements are uploaded separately under the Filing tab, “Financial Statement” submenu. All other documents are uploaded in the Filing tab under the “Document Upload” section of the company form.

Agency specific requirements marked **Attached** on the checklist below 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 Company Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	IOWA DELAYED DEPOSIT SERVICES BUSINESS REGISTRATION
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Other Trade Name: DBA's should be listed under Other Trade Names on the NMLS Company Form. Delayed Deposit Services licensees are prohibited from using more than one trade name, fictitious name or dba for each license obtained. Therefore, please be advised that applicants may not list more than one name in the "Other Trade Names" section on the NMLS Company Form for Iowa.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Resident/Registered Agent: The Resident/Registered Agent section of the NMLS Company Form should be completed with the information currently on record with the Iowa Division of Banking.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Bank Account: Bank account information is not required; this field can be left blank on the company form. OR Bank account information must be completed with company's Letter/Line of Credit, Operating, and/or Trust Primary accounts.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Qualifying Individual: Qualifying Individual field does not require an individual, this field can be left blank on the NMLS Company Form OR An on-site manager is required to be appointed for all locations where the licensee conducts business with consumers. This individual may be referred to as the Branch Manager, must be listed as the "Qualifying Individual" on NMLS Company Form, and his/her business address must match the address listed as the "Main Address" on the Company Form
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Credit Report: Individuals in a position of control are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS.
<input type="checkbox"/>	N/A	N/A	<p><u>MU2 Individual FBI Criminal Background Check Requirements:</u> <u>All individuals reported in the <i>Direct Owners/Executive Officers</i> section and all individuals marked as control reported in the <i>Indirect Owners</i> section of the Company Form (MU1) are required to authorize a FBI criminal background check (CBC) through NMLS.</u></p> <p><u>After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.</u></p> <p><u>See the Criminal Background Check section of the NMLS Resource Center for more information.</u></p> <p>Note: <u>If you are able to 'Use Existing Prints' to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.</u></p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Disclosure Questions: Provide an explanation for any "Yes" response. Upload a copy of any applicable orders or supporting documents in NMLS.

FILED IN NMLS	ATTACHED	NOT APPLICABLE	IOWA DELAYED DEPOSIT SERVICES BUSINESS REGISTRATION
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Financial Statements: Upload a financial statement certified by an executive officer 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.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Business Plan: Upload a business plan outlining marketing strategy, products, target markets and operating structure the applicant intends to employ.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Certificate of Authority/Good Standing Certificate: Upload a state-issued document issued by the Iowa Secretary of State demonstrating that the corporation or limited liability company (LLC) exists or is authorized to do business in the state.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Document Samples: Upload copies of documents used in the regular course of business in connection with certain license types as required by Iowa (e.g. consumer disclosure forms, origination and/or loan modification forms).
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Formation Document: Upload a certified copy of: <ul style="list-style-type: none"> • The Corporate Charter or Articles of Incorporation (if a corporation), or • The Articles of Organization and Operating Agreement (if a Limited Liability Company), or • The Partnership Agreement (if a partnership of any form).
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Management Chart: Upload an organizational chart showing the applicant's divisions, officers, and managers.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Organizational Chart/Description: Upload an organizational chart if applicant is owned by another entity or entities or person, or has subsidiaries or affiliated entities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surety Bond. Upload and mail an original Delayed Deposit Services bond in the amount of \$25,000 furnished by a surety company authorized to conduct business in Iowa. The name of the principal insured on the bond must match exactly the Full Legal Name of applicant. Use the surety bond form found below. Surety Bond Form
N/A	<input type="checkbox"/>	<input type="checkbox"/>	ZONING. Are there any zoning restrictions that would prevent you from operating this business in this location?

Iowa will review the filing and all required documents and communicate with you through NMLS. To review your status or see detailed communication from the regulator, click on the Composite View tab and then click on View License/Registration in NMLS see ([License Status Quick Guide](#)) for instruction.

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