



MA Foreign Transmittal Agency License Surrender Checklist (Company)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. Submit the FINAL Massachusetts Foreign Transmittal Agency Annual Report Form to the Division of Banks.
4. Current bond must remain in place for one year following surrender of the license.
5. We may request additional information upon review of your surrender; watch your email for such requests.

Help Resources

- [Company License Surrender Requests Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

Agency Contact Information

Contact Massachusetts Division of Banks licensing staff by phone at (617) 956-1500, Ext. 61479 or send your questions via email to NMLS@state.ma.us for additional assistance.

For U.S. Postal Service:

*Massachusetts Division of Banks
Attn: NDIS- Money Services Business Licensing Unit
1000 Washington Street
10th Floor
Boston, Massachusetts 02118-2218*

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.

NMLS ID Number	
Licensee Legal Name	

REQUIREMENTS COMPLETED IN NMLS		
Complete	MA Foreign Transmittal Agency License	Submitted via...
<input type="checkbox"/>	Submission of Surrender Request through Company Form (MU1): Request the surrender of the license through the submission of the Company Form (MU1). See the Company License Surrender Requests Quick Guide for instructions.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	MA Foreign Transmittal Agency License	Submitted via...
<input type="checkbox"/>	<p>Final Annual Report: The Licensee's <u>FINAL Massachusetts Foreign Transmittal Agency Annual Report</u> must be filed no later than thirty (30) days of notice through NMLS of the surrender of the license.</p> <p>NOTE: The Annual Report consists of two schedules:</p> <ul style="list-style-type: none"> ▪ Schedule A- Total transactions conducted by the Licensee ▪ Schedule B- Breakdown of transactions conducted at each licensed location <p>This information must be sent outside of NMLS, directly to the Massachusetts Division of Banks using the method indicated.</p>	<p>Email to Division of Banks: DOB.FTAnnualReport@state.ma.us</p>
Note	<p>Bond Notice: Massachusetts General Laws chapter 169, section 3 requires that following surrender of a foreign transmittal agency license, the bond filed must remain active and in effect for a period of <u>one year</u> following surrender of the license.</p>	N/A