



MA Student Loan Servicer Branch Office Surrender Checklist Branch Office

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.

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@mass.gov for additional assistance. **Licensees are strongly encouraged to contact Licensing staff by email.**

For U.S. Postal Service & Overnight Delivery:

*Massachusetts Division of Banks
ATTN: Licensing Unit – Student Loan Servicer
1000 Washington Street
10th Floor
Boston, MA 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.

REQUIREMENTS COMPLETED IN NMLS

Complete	MA Student Loan Servicer Branch	Submitted via...
<input type="checkbox"/>	Submission of Surrender Request through Branch Form (MU3): Request the surrender of the license through the submission of the Branch Form (MU3). See the Company License Surrender Requests Quick Guide for instructions.	NMLS

No items are required to be submitted outside of NMLS for this license/registration at this time.