



MA Student Loan Servicer License Surrender Checklist (Company)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instruction

1. File the surrender request through NMLS not more than 15 days after ceasing to engage in student loan servicing.
2. There is no fee to surrender.
3. Submit the FINAL Student Loan Servicer Annual Report Form to the Division of Banks.
4. 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@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.

NMLS ID Number	
Licensee Legal Name	

REQUIREMENTS COMPLETED IN NMLS

Complete	MA Student Loan Servicer 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 Student Loan Servicer License	Submitted via...
<input type="checkbox"/>	Final Annual Report: The Licensee’s <u>FINAL Massachusetts Student Loan Servicer Annual Report</u> must be filed no later than 30 Days of notice through NMLS of the surrender of the license. This information must be sent outside of NMLS, directly to the Massachusetts Division of Banks using the method indicated.	Email to MA: nmls@mass.gov
<input type="checkbox"/>	Additional Information: Provide the following: (i) the location where the records of the student loan servicer shall be stored; and (ii) the name, address and telephone number of an individual authorized to provide access to the records.	Email to MA: nmls@mass.gov