



MS Motor Vehicle Sales Finance Branch License Transition Checklist (Branch)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Transition to NMLS

Companies that hold more than one MS Motor Vehicle Sales Finance License are required to submit a license transition request through NMLS for each location by filing a Branch Form (MU3) and an Individual Form (MU2) for each of their branch managers by Saturday, December 31st, 2016. The transition to NMLS for this license is *mandatory*.

Note: If you already have a record in NMLS and have submitted these forms in the past, you do not need to re-enter your company information into NMLS. You will only need to identify the business activities your company conducts and the states in which the various activities are conducted. Then, you will select the appropriate license in Mississippi, and complete a few state-specific fields.

It is important that current licensees have the appropriate transition number available when completing and submitting their Branch Form (MU3), so they are not charged a new application fee. This number is the current license number that has been issued by the MS Department of Banking. Example: MV/002064/2016

Any licensee that needs to amend or surrender a license (or execute any other action previously completed in paper form must complete these actions within NMLS from November 1st, 2016 onward. Paper forms will not be accepted after November 1st, 2016. MS encourages current licensees to update their information with the Department of Banking and Consumer Finance at least 2 weeks before requesting their transition to NMLS, so there will be no pending changes to submit at the time of transition.

MS Motor Vehicle Sales Finance Licensee's Company Headquarters:

- If your company's headquarters location holds the MS Motor Vehicle Sales Finance License, complete the requirements identified on the [MS Motor Vehicle Sales Finance License Transition Checklist](#).
- If your company's headquarters location DOES NOT hold the MS Motor Vehicle Sales Finance License, complete the requirements identified [MS Motor Vehicle Sales Finance Registration New Application Checklist](#).

Document Uploads Guidance

Documents that must be uploaded to the *Document Uploads* section of the Branch Form (MU3) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in [Document Upload Descriptions and Examples](#).
- Only upload documents relevant to the company application.
- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded that should not be, you will be contacted by your regulator and asked to remove them from NMLS.
- Do not upload the same company documents multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents (e.g., Surety Bonds), be sure to indicate the applicable state.

Helpful Resources

- [Transitioning an Existing Branch License](#)
- [Document Upload Descriptions and Examples](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

Agency Contact Information

Contact *Mississippi Department of Banking and Consumer Finance* licensing staff by phone at [\(601\)-321-6901](tel:601-321-6901) or send your questions via email to consumer@dbcf.ms.gov for additional assistance.

For U.S. Postal Service:
Consumer Finance Division
P.O. Box 12129
Jackson, MS 39236

For Overnight Delivery:
Consumer Finance Division
4780 I-55 North, 5th Floor
Jackson, MS 39211

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.

LICENSE FEES - Fees collected through NMLS are not REFUNDABLE or TRANSFERABLE.

Complete	MS Motor Vehicle Sales Finance Branch License	Submitted via...
<input type="checkbox"/>	MS License/Registration Transition Fee: \$475 NMLS Transition Processing Fee: \$20	NMLS (Filing submission)

REQUIREMENTS COMPLETED IN NMLS

Complete	MS Motor Vehicle Sales Finance Branch License	Submitted via...
<input type="checkbox"/>	<p>Submission of Branch Form (MU3): Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS. See the Transitioning an Existing Branch License for instructions on how to submit the transition request.</p> <p><i>When selecting your license in the Branch Form (MU3), you will be asked to enter your existing license number. Be sure to enter the current license number that has been issued by the MS Department of Banking.</i></p> <p><i>Example: MV/002064/2016.</i></p> <p>All current licensees/registrants must transition their license onto NMLS on or before Saturday, December 31st, 2016.</p>	NMLS
<input type="checkbox"/>	<p>Other Trade Names: If this branch is operating under a name that is different from the licensee’s legal name, that name (“Trade Name”, “Assumed Name” or “DBA”) must be listed under the <i>Other Trade Names</i> section of both the Branch Form (MU3) and the Company Form (MU1).</p>	NMLS
<input type="checkbox"/>	<p>Branch Manager: A Branch Manager must be designated for each licensed location. A Branch Manager is defined as an individual whose principal office is physically located in, who is in charge of, and who is responsible for the business operations of a branch office.</p>	NMLS
<input type="checkbox"/>	<p>Branch Manager (MU2) Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable branch manager before it is able to be submitted along with the Branch Form (MU3).</p>	NMLS
Note	<p>Credit Report: Branch Managers are NOT required to authorize a credit report through NMLS.</p>	N/A
Note	<p>MU2 Individual FBI Criminal Background Check Not Required Through NMLS: Branch Managers are NOT required to authorize a FBI criminal background check (CBC) through NMLS.</p>	N/A

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

Complete	MS Motor Vehicle Sales Finance Branch License	Submitted via...
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No company (MU1) documents are required to be uploaded into NMLS for this license/registration at this time.

INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS

No individual (MU2) documents are required to be uploaded into NMLS for this license/registration at this time.

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

Complete	MS Motor Vehicle Sales Finance Branch License	Submitted via...
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No items are required to be submitted outside of NMLS for this license/registration at this time.