



ND Deferred Presentment Service Provider Surrender Checklist (Branch)

CHECKLIST SECTIONS

- [General Information](#)
- [Requirements Completed in NMLS](#)
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GENERAL INFORMATION

Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. Every Deferred Presentment Service Provider shall keep maintain its records for a period of at least six years from the date of last entry thereon. The records of a licensee may be maintained electronically provided they can be reproduced upon request by the Department of Financial Institutions within the required statutory time period. When a licensee ceases operations for any reason, the licensee shall inform the Department of the location of the maintenance of records.
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 ND Dept. of Financial Institutions Non-Depository Division by phone at (701) 328-9933 or send your questions via email to dfi@nd.gov for additional assistance.

For U.S. Postal Service:

ND Dept. of Financial Institutions
Non-Depository Division
1200 Memorial Hwy
Bismarck, ND 58504

For Overnight Delivery:

ND Dept. of Financial Institutions
Non-Depository Division
1200 Memorial Hwy
Bismarck, ND 58504

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 (Company) | |
| NMLS ID Number (Branch) | |
| Applicant Legal Name | |

| REQUIREMENTS COMPLETED IN NMLS | | |
|--------------------------------|--|------------------|
| Complete | ND Deferred Presentment Service Provider Branch License | 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 |

| REQUIREMENTS SUBMITTED OUTSIDE OF NMLS | | |
|--|---|---|
| Complete | ND Deferred Presentment Service Provider Branch License | Submitted via... |
| <input type="checkbox"/> | OUTSTANDING LOAN LIST: Provide a list of all outstanding loans and explanation of planned collection efforts and future database reporting. Please also indicate if the loans will be sold or written off. | Email to North Dakota dfi@nd.gov OR Mail to the ND Dept. of Financial Institutions |
| <input type="checkbox"/> | Location of Records: Provide the location of records for maintenance within statutory time frame along with name and contact information of the individual responsible for maintenance of the records. | Email to North Dakota dfi@nd.gov OR Mail to the ND Dept. of Financial Institutions |