



# ND Money Transmitter License Surrender Checklist (Company)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. Each licensee shall make, keep, and preserve the following books, accounts, and other records for a period of five years and which are open to inspection by the commissioner:
  - A record or records of each payment instrument and stored value sold;
  - A general ledger containing all assets, liability, capital, income, and expense accounts, which general ledger must be posted at least monthly;
  - Bank statements and bank reconciliation records;
  - Records of outstanding payment instruments and stored value;
  - Records of each payment instrument and stored value paid within the five-year period;
  - A list of the names and addresses of all of the licensee's authorized delegates; and
  - Any other records the commissioner reasonably requires by rule.
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](mailto: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	
Licensee Legal Name	

REQUIREMENTS COMPLETED IN NMLS		
Complete	ND Money Transmitter License	Submitted via...
<input type="checkbox"/>	<p><b>Terminate Authorized Agents (Delegates) Locations:</b> Prior to submitting the request to surrender the license, submit an updated Uniform Authorized Agent Report with an <i>End Date</i> for each authorized agent/delegate in NMLS.</p> <p>See the <a href="#">Authorized Agent Quick Guide</a> for more information.</p> <p><b>Note:</b> Failure to upload an Agent's information and include an End Date when terminating an agent location results in that agent continuing to be registered as active with the state regulator.</p>	NMLS
<input type="checkbox"/>	<p><b>Submission of Surrender Request through Company Form (MU1):</b> Request the surrender of the license through the submission of the Company Form (MU1). See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions.</p>	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	ND Money Transmitter License	Submitted via...
<input type="checkbox"/>	<p><b>North Dakota Pipeline Report:</b> Provide a detailed report concerning the status of any pending money transmitter activity in North Dakota.</p>	<p>Email to North Dakota <a href="mailto:dfi@nd.gov">dfi@nd.gov</a></p> <p>OR Mail to North Dakota</p>
<input type="checkbox"/>	<p><b>Location of Records:</b> 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.</p>	<p>Email to North Dakota <a href="mailto:dfi@nd.gov">dfi@nd.gov</a></p> <p>OR Mail to North Dakota</p>