



NE Delayed Deposit Services Branch License New Application Checklist (Branch)

CHECKLIST SECTIONS

- [General Information](#)
- [License Fees](#)
- [Requirements Completed in NMLS](#)
- [Requirements/Documents Uploaded in NMLS](#)
- [Requirements Submitted Outside of NMLS](#)

GENERAL INFORMATION

Who is required to have this license?

Any person, regardless of location, conducting delayed deposit services business. A person is defined as individual, proprietorship, association, joint venture, joint stock company, partnership, limited partnership, limited liability company, business corporation, nonprofit corporation, or any group of individuals however organized.

Delayed deposit services business means any person who for a fee (a) accepts a check dated subsequent to the date it was written or (b) accepts a check dated on the date it was written and holds the check for a period of days prior to deposit or presentment pursuant to an agreement with or any representation made to the maker of the check, whether express or implied.

Delayed deposit service transactions can only be conducted from a physical, licensed location in Nebraska.

This license should only be applied for by a company that also holds or is applying for Delayed Deposit Services Company License.

The Delayed Deposit Services Licensing Act is contained in Neb. Rev. Stat. §§ 45-901 to 45-931.

Activities Authorized Under This License

This license authorizes the following activities...

- Payday lending – storefront.

Pre-Requisites for License Applications

- Bond amount of \$50,000 per license
- Completed jurisdiction specific forms, which are available at:
<https://ndbf.nebraska.gov/industries/delayed-deposit-services-payday-lenders-forms>

Nebraska does issue paper licenses for this license type.

Document Uploads

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

- [Branch Form \(MU3\) Filing Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

Agency Contact Information

Contact *the Nebraska Department of Banking and Finance* licensing staff by phone at *(402) 471-2171* or send your questions via email to dob.consumerfinance@nebraska.gov for additional assistance.

For U.S. Postal Service:

*Nebraska Department of
Banking and Finance
P.O. Box 95006
Lincoln, NE 68509*

For Overnight Delivery:

*Nebraska Department of
Banking and Finance
1526 K Street, Suite 300
Lincoln, NE 68508*

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.

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|------------------------------------|--|
| NMLS ID Number (Company) | |
| NMLS ID Number (Branch) | |

| LICENSE FEES - Fees collected through NMLS are not REFUNDABLE or TRANSFERABLE. | | |
|---|---|---------------------------------|
| Complete | NE Delayed Deposit Services Branch License | Submitted via... |
| <input type="checkbox"/> | NE Application Fee: \$150 NMLS Initial Processing Fee: | NMLS (Filing submission) |

| REQUIREMENTS COMPLETED IN NMLS | | |
|---------------------------------------|--|--|
| Complete | NE Delayed Deposit Services Branch License | Submitted via... |
| <input type="checkbox"/> | 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. | NMLS |
| <input type="checkbox"/> | <p>Other Trade Names: If this branch is operating under a name that is different from the applicant’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). Nebraska does not limit the number of other trade names.</p> <p>If operating under an “Other Trade Name”, upload Nebraska Certificate of Good Standing or similar authority from the Nebraska Secretary of State regarding ability to do business under that trade name.</p> <p>This document should be named <i>[State-License Type] Trade Name – Assumed Name</i>.</p> | NMLS Upload in NMLS: under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1). |
| <input type="checkbox"/> | 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. | NMLS |
| <input type="checkbox"/> | 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). | NMLS |

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| Note | Credit Report: Branch Managers are NOT required to authorize a credit report through NMLS. | N/A |
| Note | 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. | N/A |

| REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS | | |
|---|--|---|
| Complete | NE Delayed Deposit Services Branch License | Submitted via... |
| <input type="checkbox"/> | <p>Surety Bond. Submit branch bond in the amount of \$50,000 furnished by a surety company authorized to conduct business in Nebraska. The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names.</p> <p>This document should be named <i>[License Type] Surety Bond</i>.</p> <p>A licensee may also elect to increase the amount of the surety bond covering the main company license by \$50,000 for each branch license instead of covering each branch with a separate bond.</p> | <p>Upload in NMLS: under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).</p> <p>Note: This item must also be mailed to the agency, if coverage is through a separate paper surety bond.</p> |
| <input type="checkbox"/> | <p>Security Plan: Applicant must develop and implement a security plan to ensure the security and confidentiality of customer records and information.</p> <p>The plan should include a description of the plan, the employee(s) responsible for the implementation of the plan identification and assessment of the risks to such records and information in the branch operation, testing and monitoring of the plan, the names of any service providers used in the plan, and how any changes to the plan will be made. It may be submitted directly to the Department or uploaded to the Company's NMLS record.</p> | <p>Upload in NMLS: under the Document Type <u>Branch Written Agreement</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).</p> |

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

| REQUIREMENTS SUBMITTED OUTSIDE OF NMLS | | |
|---|---|---|
| Complete | NE Delayed Deposit Services Branch License | Submitted via... |
| <input type="checkbox"/> | Surety Bond: Submit the original bond in the amount described above , if covered by a paper surety bond. | Mail to Nebraska Department of Banking and Finance |