



NE Delayed Deposit Services Branch License Transition Checklist (Branch)

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GENERAL INFORMATION

Transition to NMLS

Companies holding the Nebraska Department of Banking and Finance Delayed Deposit Services License are required to submit a license transition request through NMLS by filing a Branch Form (MU3) and an Individual Form (MU2) for each of their branch managers by May 1, 2021. The Delayed Deposit Services License will be available in NMLS to submit the transition request starting January 1, 2021. The transition to NMLS for this license is *required*.

Before the Branch Form (MU3) can be submitted, companies must complete and submit the Company Form (MU1) through for the Delayed Deposit Services main location.

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 NE, 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. When prompted, please provide your current Nebraska Delayed Deposit Services License number in the Transition Number field. This should include any relevant prefix, suffix, capitalization, punctuation, etc.

Once transitioned onto NMLS, 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 January 1, 2021 onward. Paper forms will not be accepted after the licensee has transitioned onto the NMLS. NE encourages current licensees to update their information with NE by March 1, 2021, so there will be no pending changes to submit at the time of transition.

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.

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 *the Nebraska Department of Banking and Finance* licensing staff by phone at [\(402\) 471-2171](tel:4024712171) 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.

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

Complete	NE Delayed Deposit Services Branch License	Submitted via...
Note	NMLS Initial Processing Fee: \$0	N/A

REQUIREMENTS COMPLETED IN NMLS

Complete	NE Delayed Deposit Services 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 transition request for the license/registration through NMLS.</p> <p>See the Transitioning an Existing Branch License Quick Guide for instructions on how to submit the transition request.</p> <p>When selecting your license in the Branch Form (MU3), you will be asked to enter your existing license number. Be sure to enter your existing Nebraska Delayed Deposit Services license number.</p> <p>All current licensees must transition their license onto NMLS on or before May 1, 2021.</p>	NMLS
<input type="checkbox"/>	<p>Financial Statements: Upload an unaudited or certified financial statement prepared and signed by an executive officer in accordance with Generally Accepted Accounting Principles dated within 90 days of your fiscal year end. Financial statements should include a balance sheet, income statement, and statement of cash flows and all relevant notes thereto. If applicant is a start-up company, only an initial statement of condition is required.</p> <p>The financial statement must illustrate a company net worth of \$25,000.</p> <p>Note: Financial statements are uploaded separately under the Filing tab and <i>Financial Statement</i> submenu link. See the Financial Statements Quick Guide for instructions.</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). 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>	<p>Upload in NMLS: under the Document Type Trade Name/Assumed Name Registration Certificates in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

<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
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 for Branch Managers: 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.</p>

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

Complete	NE Delayed Deposit Services Branch License	Submitted via...
No items are required to be submitted outside of NMLS for this license/registration at this time.		