



# NY Budget Planner Branch License New Application Checklist (Branch)

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## CHECKLIST SECTIONS

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## GENERAL INFORMATION

### Who is required to have this license?

The license requirements for budget planners are found primarily in Article 12-C of the New York Banking Law (BL) and regulations thereunder. BL Section 579 provides:

Only a charitable corporation as defined in paragraph (a) of section one hundred two (Definitions) of the not-for-profit corporation law of this state, or an entity incorporated in another state and having a similar not-for-profit status, shall engage in the business of budget planning as defined in subdivision one of section four hundred fifty-five of the general business law of this state except as authorized by this article and without first obtaining a license from the superintendent.

This license should only be applied for by a company that also holds or is applying for the NY Budget Planner License.

In addition to the items listed in this [checklist below](#), the New York State Department of Financial Services (NYDFS) may require, as it deems necessary, the submission of any other information or documentation.

### Activities Authorized Under This License

This license authorizes the following activities...

- Bi-weekly payment processing services
- Debt management/credit counseling
- Debt negotiation
- Debt settlement/debt adjuster
- Non-mortgage loan modifications
- Other-Debt

### Pre-Requisites for License Applications

- This license should only be applied for by a company that also holds or is applying for a NY Budget Planner License. See the NY Budget Planner License New Application Checklist for more information.

NY-DFS 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 NY-DFS licensing staff by phone at (212) 709-5507.

*For U.S. Postal Service & Overnight Delivery:*  
New York State Department of Financial Services  
Licensed Financial Services – BP  
One State Street  
New York, NY 10004-1511

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.

<b>LICENSE FEES</b> - Fees collected through NMLS are not REFUNDABLE or TRANSFERABLE.		
<b>Complete</b>	<b>NY Budget Planner Branch License</b>	<b>Submitted via...</b>
<b>Note</b>	<b>NY Application Fee:</b> \$0 <b>NMLS Initial Processing Fee:</b> \$0	<b>N/A</b>
<input type="checkbox"/>	<b>Credit Report for Control Persons:</b> \$15 per control person.	<b>NMLS (Filing submission)</b>

<b>REQUIREMENTS COMPLETED IN NMLS</b>		
<b>Complete</b>	<b>NY Budget Planner Branch License</b>	<b>Submitted via...</b>
<input type="checkbox"/>	<b>Submission of Branch Form (MU3):</b> Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<b>Branch Manager:</b> A Branch Manager must be designated for each licensed location.	<b>NMLS</b>
<input type="checkbox"/>	<b>Branch Manager (MU2) Attestation:</b> 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).	<b>NMLS</b>
<input type="checkbox"/>	<b>Credit Report:</b> Branch Managers are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS. This authorization is made when the Individual Form (MU2) is submitted as part of the Branch Form (MU3).	<b>NMLS</b>
<b>Note</b>	<b>MU2 Individual FBI Criminal Background Check Not Required Through NMLS:</b> Branch Managers are NOT required to authorize a FBI criminal background check (CBC) through NMLS.	<b>N/A</b>

**REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS**

Complete	NY Budget Planner Branch License	Submitted via...
<input type="checkbox"/>	<p><b>Lease Agreement Documents:</b> Provide a copy of the signed lease agreement for the new branch address/location.</p> <p>This document should be named <i>[Branch NMLS ID#] Leasing Agreement</i>.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Branch Written Agreement</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).</p>

**INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS**

<input type="checkbox"/>	<p><b>Credit Report Explanations:</b> Submit a line by line, detailed letter of explanation of all derogatory credit accounts along with proof of payoffs, payment arrangements and evidence of payments made, or evidence of any formal dispute filed (documents must be dated). Accounts to address include, but are not limited to: collections items, charge offs, accounts currently past due, accounts with serious delinquencies in the last 3 years, repossessions, loan modifications, etc.</p> <p><b>Note:</b> Items regarding bankruptcy, foreclosure actions, outstanding judgments or liens, or delinquent child support payments should be addressed in the <i>Disclosure Explanations</i> section of your Individual Form (MU2).</p> <p>This document should be named <i>Credit Report Explanations – Sub Name – Document Creation Date</i>.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Credit Report Explanations</u> in the <i>Document Uploads</i> section of the Individual Form (MU2).</p>
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NMLS ID Number	
Licensee Legal Name	

**REQUIREMENTS SUBMITTED OUTSIDE OF NMLS**

Complete	NY Budget Planner Branch License	Submitted via...
<input type="checkbox"/>	<p><b>Business Plan:</b> Upload a business plan with detailed information in the following areas:</p> <ul style="list-style-type: none"> <li>• Anticipated start date.</li> <li>• The reason/purpose of opening a new branch.</li> <li>• How the branch will be staffed.</li> <li>• Who will be responsible for the day-to-day operations.</li> <li>• What impact the proposed branch will have on the average daily balance in the client escrow account.</li> <li>• The anticipated benefits to the community.</li> <li>• A three-year projection of the number and volume of contracts signed with New York clients at the new branch.</li> </ul>	<b>Mail to NY-DFS</b>