



# NY 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 file a surrender.
3. Submit the items listed below. Please note that the New York Department of Financial Services (NY-DFS) also may require the submission of additional documentation and/or information, and the entity requesting surrender may be required to address any outstanding supervisory, regulatory or similar issues.

### Help Resources

- [Company License Surrender Requests Quick Guide](#)
- [License Status Review & 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 – Supervision Unit  
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.

NMLS ID Number	
Licensee Legal Name	

REQUIREMENTS COMPLETED IN NMLS		
Complete	NY 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> <p><b>Note:</b> Before requesting to surrender this license in NMLS, update the following information or confirm that it is up to date in NMLS:</p> <ul style="list-style-type: none"> <li>The name, title, address and telephone number of the primary Consumer Complaint contact listed in the <i>Contact Employee</i> section of the Company Form (MU1).</li> <li>The physical location where the books and records of the entire company will be maintained pursuant to the requirements of applicable New York laws and regulations listed in the <i>Books and Records</i> section of the Company Form (MU1).</li> <li>The name, title, address, and telephone number of the record custodian listed in the <i>Books and Records</i> section of the Company Form (MU1).</li> </ul>	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	NY Money Transmitter License	Submitted via...
<input type="checkbox"/>	<p><b>Surrender Statement:</b> Submit a letter on company letterhead, signed by an authorized executive officer of the Company, containing the following information:</p> <ol style="list-style-type: none"> <li>A statement that the Company/headquarters license is being surrendered.</li> <li>A statement that all outstanding obligations have been paid.</li> <li>A statement that, upon surrender, the Company will not engage in any further activity requiring a New York Money Transmitter License.</li> </ol>	Mail to NY-DFS

Complete	NY Money Transmitter License	Submitted via...
<input type="checkbox"/>	<p><b>Return Original Licenses:</b> Return all original licenses issued by the NY-DFS must be returned. Copies are not acceptable. If a license is lost or misplaced, an executed and notarized Lost License Affidavit must be submitted; click <a href="#">here</a> to access the form.</p>	<p><b>Mail to NY-DFS</b></p>
<input type="checkbox"/>	<p><b>Current Balance Sheet:</b> Provide the current balance sheet for the time of surrender.</p>	<p><b>Mail to NY-DFS</b></p>