CHECKLIST SECTIONS

- General Information
- Amendments

GENERAL INFORMATION

Instructions
When making changes to your record in NMLS, Ohio requires advance notification for some changes. See the checklist below for details.

Uploading Agency-Specific Documents
If you are required to upload documents to NMLS for an Advance Change Notice (ACN), select “Advance Change Notice” for the document type in the NMLS Document Uploads section. If you are required to upload documents for an amendment that doesn’t require ACN, select the applicable document type in the NMLS Document Uploads section.

Note: Use the recommended filing naming convention found on the Document Upload Descriptions and Examples.

Helpful Resources
- Amendments & Advance Change Notice Quick Guide
- Document Uploads Quick Guide
- Document Upload Descriptions and Examples

Agency Contact Information
Contact a licensing staff member at (614) 644-6484 or webdfi-cf@com.state.oh.us.

AMENDMENTS

- Change of Branch Address
- Addition or Modification of Other Trade Name
- Deletion of Other Trade Name

Note: Information uploaded or filed in NMLS will not be viewable to the agency until the filing has been attested to and submitted through NMLS.
<table>
<thead>
<tr>
<th>Complete</th>
<th>OH Credit Services Organization Branch Registration</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Change of Branch Address Amendment Items</strong></td>
<td>NMLS</td>
</tr>
<tr>
<td>□</td>
<td><strong>Change of Branch Address</strong>: Submit an ACN for a change of Branch Address through the Branch Form (MU3) in NMLS. <strong>15 Days'</strong> notice must be provided for this change.</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td><strong>Books and Records Location</strong>: In the “Books and Records” section of the Form MU3, update/confirm the name, title, address, and telephone number of the record custodian responsible for maintaining documents/information.</td>
<td>NMLS</td>
</tr>
<tr>
<td></td>
<td><strong>Addition or Modification of Other Trade Name Amendment Items</strong></td>
<td></td>
</tr>
<tr>
<td>□</td>
<td><strong>Addition or Modification of Other Trade Name</strong>: Submit an ACN for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS. <strong>15 days’</strong> notice must be provided for this change. <strong>OH does not allow more than one (1) other trade name per company, O.R.C. 4712.02(G).</strong></td>
<td>NMLS</td>
</tr>
<tr>
<td>□</td>
<td>If operating under an “Other Trade Name”, upload Ohio Secretary of State Trade Name Certificate of Registration regarding ability to do business under that trade name.</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>This document should be named <em>OH-Trade Name-Assumed Name</em>.</td>
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<tr>
<td>□</td>
<td><strong>Note</strong>: When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1).</td>
<td></td>
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<tr>
<td>□</td>
<td><strong>Note</strong>: There is no fee for an addition or modification of other trade name.</td>
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</tr>
<tr>
<td></td>
<td><strong>Deletion of Other Trade Name Amendment Items</strong></td>
<td></td>
</tr>
<tr>
<td>□</td>
<td><strong>Deletion of Other Trade Name</strong>: Submit an ACN for a deletion an Other Trade Name through the Branch Form (MU3) in NMLS. <strong>15 days’</strong> notice must be provided for this change.</td>
<td>NMLS</td>
</tr>
</tbody>
</table>
### OH Credit Services Organization Branch Registration

#### Change of Branch Manager Amendment Items

**Addition or Modification of Branch Manager:** Submit an ACN for an addition or change in Qualifying Individuals within the Branch Form (MU3) in NMLS.

- **30 Days’** notice must be provided for this change.

**Note:** Each Credit Services Organization branch must maintain an “Office Manager” (OM) who must be listed as a qualifying individual on Form MU1.

**Credit Report:** Office Managers are NOT required to authorize a credit report.

**MU2 Individual FBI Criminal Background Check:** Not Required Through NMLS.

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### OH Credit Services Organization Branch Registration

#### Change to Branch Manager Disclosure Question(s) Amendment Items

**Change of Disclosure Question(s):** Submit an amendment for a change to Disclosure Question response(s) through the Branch Manager’s Individual Form (MU2) in NMLS.

**Changing a Response from No to Yes:** Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes” for the Branch Manager.


**Changing a Response from Yes to No:** When changing a Disclosure Question response from “Yes” to “No” for the Branch Manager, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason.

- You may select “Add Explanation for “No” Responses” and provide an explanation for each response that changes from “Yes” to “No” for the Branch Manager. You may also upload a document (PDF) related to the explanation.