



OH Short-Term Lender License Surrender Checklist (Branch)

CHECKLIST SECTIONS

- [General Information](#)
- [Requirements Completed in NMLS](#)

GENERAL INFORMATION

Instructions

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. Surrendering your license does not preclude you from any other obligations, such as providing documents for an exam, fines/fees, outstanding orders, etc.
4. Once the Division has accepted the branch voluntary surrender, the company is still required to maintain books and records for two (2) years after the date of the final entry on the account, closing date if not serviced by the company, or date of withdraw or turndown if loan didn't close, as required by ORC 1321.422. The Division may request additional information upon review of your surrender.
5. Following surrender, the company is still required to complete an Ohio Annual Report for the year in which the surrender occurred for each branch. The Ohio Annual Report is typically due each spring for the previous calendar year or portion thereof where the license was active, regardless of loan activity or volume.

Helpful Resources

- [Company License Surrender Requests Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

Agency Contact Information

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

THE LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY HOLD. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE SURRENDER THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

REQUIREMENTS COMPLETED IN NMLS

Complete	OH Short-Term Lender License (Branch)	Submitted via...
<input type="checkbox"/>	Books and Records Location: In the “Books and Records” section of the Form MU1, update/confirm the name, title, address, and telephone number of the record custodian responsible for maintaining documents/information.	NMLS
<input type="checkbox"/>	Submission of Surrender Request through Branch Form (MU3): Request the surrender of the branch license through the submission of the Branch Form (MU3). See the Company License Surrender Requests Quick Guide for instructions.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

No items are required to be submitted outside of NMLS for this license/registration at this time.