OH Check-Cashing Branch License Transition Checklist (Branch)

CHECKLIST SECTIONS

- General Information
- Requirements Completed in NMLS
- Requirements/Documents Uploaded in NMLS

GENERAL INFORMATION

Transition to NMLS
Companies holding branch locations under the Ohio Check-Cashing Act (“CC”) are required to submit a license transition request through NMLS by filing a Branch Form (MU3) by August 31, 2020. The CC branch license will be available in NMLS to submit the transition request starting June 1, 2020. 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 CC License 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 Ohio, 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. In order to avoid paying additional state fees, please enter the License number that you have already been issued. For example, a company that has been issued a Branch License Number CC.123456.001 must enter CC.123456.001 as the branch license number in 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 June 1, 2020 onward. Paper forms will not be accepted after August 31, 2020.

Activities Authorized Under This License
This license authorizes the following activities as defined by NMLS on the Business Activities Definitions chart:

- Check-Cashing
Pre-Requisites for Transition

- Ensure all information on file with the Division is accurate.

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
- Branch Form (MU3) Filing Quick Guide
- Document Upload Descriptions and Examples
- License Status 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 ARE TRANSITIONING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE TRANSITION TO NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.
## LICENSE FEES

<table>
<thead>
<tr>
<th>Complete</th>
<th>OH Check-Cashing Branch License</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OH License/Registration Transition Fee: $0</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>NMLS Initial Processing Fee: $0</td>
<td></td>
</tr>
</tbody>
</table>

## REQUIREMENTS COMPLETED IN NMLS

<table>
<thead>
<tr>
<th>Complete</th>
<th>OH Check-Cashing Branch License</th>
<th>Submitted via...</th>
</tr>
</thead>
</table>
|          | **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.  
See the [Transitioning an Existing Branch License Quick Guide](#) for instructions on how to submit the transition request.  
When selecting your license in the Branch Form (MU3), you will be asked to enter your existing license number. In order to avoid paying additional fees, enter your exact license number, including any and all punctuation, capitalization etc. Example: “CC.123456.123-BR”  
All current licensees/registrants must transition their license onto NMLS on or before August 31, 2020. | NMLS |
|          | **Other Trade Name:** 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 Other Trade Names section of both the Branch Form (MU3) and the Company Form (MU1).  
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.  
This document should be named OH-CC-Trade Name-Assumed Name. | NMLS and Upload in NMLS: under the Document Type Trade Name/Assumed Name Registration Certificates in the Document Uploads section of the Company Form (MU1). |
<p>|          | <strong>Branch Manager:</strong> 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 |
|          | <strong>Branch Manager (MU2) Attestation:</strong> 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 |</p>
<table>
<thead>
<tr>
<th>Note</th>
<th><strong>Credit Report:</strong> Branch Managers are NOT required to authorize a credit report.</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>MU2 Individual FBI Criminal Background Check:</strong> Branch Managers are NOT required to authorize a FBI criminal background check (CBC) through NMLS.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

**Document Samples:** Upload copies of the following documents used in the regular course of business in connection with this branch license:

- The location’s **Fee Schedule** that indicates the branch address and that is in compliance with the Ohio Check-Cashing Act and related Regulations. Provide the schedule in English and any other languages provided to customers.

  This document should be named **[Branch License Number] Fee Schedule**

- A copy of your **Check Endorsement Stamp** that indicates compliance with Section 1315.25 of the Ohio Revised Code.

  This document should be named **[Branch License Number] Endorsement Stamp**

- Copies of your **Receipts** indicating the company name and address.

  This document should be named **[Branch License Number] Receipts**

- The **days and business hours** of this office.

  This document should be named **[Branch License Number] Business Hours**

- **Other Businesses from location:** Submit a list of other type(s) of business operated from this location.

  This document should be named **[Branch License Number] Other Business**

**Upload in NMLS:** under Document Samples in the Document Uploads section of the Company Form (MU1).

### INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS

No individual (MU2) documents are required to be uploaded into NMLS for this license/registration at this time.

### REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

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