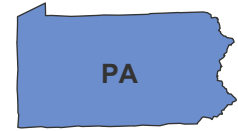




## Branch Surrender Checklist

Agency Requirements



### PENNSYLVANIA DEBT MANAGEMENT SERVICES (DL) LICENSE (BRANCH)

#### Instructions

1. Licensees must notify the Pennsylvania Department of Banking and Securities within ten (10) days of terminating business under this license. Notification must be made by surrendering the license through the branch application form in NMLS
2. You are required to update the Books and Records section of the branch application form with the Records Custodian name and the physical location where the books and records will be maintained subsequent to license surrender. If the Records Custodian or location changes after license surrender, you must provide written notice of changes to the Pennsylvania Department of Banking and Securities.
3. Surrender requests will not be processed without receipt of all items listed on the checklist.
4. The acceptance of the surrender request is at the Department's discretion.
5. Pennsylvania does not charge fees for surrender at this time.
6. Agency specific requirements as identified on the checklist below must be received with this checklist within 5 business days of the electronic submission of your surrender through the NMLS at the following:

For U.S. Postal Service:

*The Pennsylvania  
Department of Banking and Securities  
Non-Depository Licensing Office  
17 N 2<sup>nd</sup> Street  
Ste 1300  
Harrisburg, PA 17101-2290*

For Overnight Delivery:

*The Pennsylvania  
Department of Banking and Securities  
Non-Depository Licensing Office  
17 N 2<sup>nd</sup> Street  
Ste 1300  
Harrisburg, PA 17101-2290*

NMLS **Branch** Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Surrender Reason:</b> Return with this checklist a letter that provides the reason for license surrender.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Have You Surrendered Or Have Intentions Of Surrendering Your Debt Management Services License for This Branch In Any Other State or Jurisdiction?</b> No: _____ Yes: _____ If yes, return with this checklist a letter listing any other states/jurisdictions where you have or intend to surrender license.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Contact and Books/Records Information:</b> Verify that the information on the company application form for the Consumer Complaint Employee Information for Pennsylvania and the Books and Records section has been updated and is accurate.

The regulator will review the filing and all required documents and communicate with you through NMLS. To review your status or see detailed communication from the regulator, click on the Composite View tab and then click on View License/Registration in NMLS see ([License Status Quick Guide](#)) for instruction.

**WHO TO CONTACT** – Contact the PA Department of Banking and Securities, Non-Depository licensing staff by phone at (717) 787-3717 or send your questions via e-mail to [ra-asklicensing@pa.gov](mailto:ra-asklicensing@pa.gov) for additional assistance.

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 THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.