



# RI Student Loan Servicer Registration Surrender Checklist (Company)

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## CHECKLIST SECTIONS

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

## GENERAL INFORMATION

### Instruction

1. File the surrender request through NMLS.
2. NMLS does not collect a fee to surrender.
3. The Division requires a Final Annual Report to be filed within thirty (30) days of the request to surrender being filed in NMLS.

### Help Resources

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

### Agency Contact Information

Contact the Rhode Island Division of Banking licensing staff by phone at **(401) 462-9503** or send your questions via email to the Rhode Island Division of Banking for additional assistance at [dbr.bankinquiry@dbr.ri.gov](mailto:dbr.bankinquiry@dbr.ri.gov).

#### *For U.S. Postal Service:*

State of Rhode Island  
Department of Business Regulation  
Division of Banking  
1511 Pontiac Avenue, Bldg. 68-2  
Cranston, Rhode Island 02920

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE REGISTRATION 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	RI Student Loan Servicer Registration	Submitted via...
<input type="checkbox"/>	<b>Submission of Surrender Request through Company Form (MU1):</b> Request the surrender of the registration through the submission of the Company Form (MU1). See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions.	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	RI Student Loan Servicer Registration	Submitted via...
<input type="checkbox"/>	<b>FINAL ANNUAL REPORT.</b> - The Final Annual Report must be filed no later than thirty (30) days of receipt by the <i>State of Rhode Island Division of Banking</i> of notice through the NMLS of the surrender of the registration in order to avoid a delayed filing penalty of \$25.00 per day of delay. The Final Annual Report filing fee is \$55.00 and must be paid directly to the Rhode Island Division of Banking as instructed within the Final Annual Report, and not through the NMLS. <a href="#">Click here to access the Final Annual Report.</a>	Email to The Rhode Island Division of Banking : <a href="mailto:dbr.bankinquiry@dbr.ri.gov">dbr.bankinquiry@dbr.ri.gov</a>