



**Company Surrender Checklist**  
Agency-Specific Requirements



**SOUTH CAROLINA  
LEVEL I CHECK CASHING – COMPANY LICENSE**

**Instructions**

1. File the surrender request through the NMLS.
2. There is no fee to surrender.

FILED IN NMLS	ITEM
<input type="checkbox"/>	<p><b>SURRENDER PLAN:</b> Submit a written statement advising the following:</p> <ol style="list-style-type: none"> <li>1. Reason for surrender/cancellation.</li> <li>2. Location of books and records.</li> <li>3. Effective date of cancellation.</li> </ol> <p>Email the surrender plan to: <a href="mailto:license@bofi.sc.gov">license@bofi.sc.gov</a></p> <p><b>**NOTE: No check cashing activity may be conducted without an active Check Cashing license.</b></p>

**WHO TO CONTACT** – Contact South Carolina State Board of Financial Institutions Consumer Finance Division licensing staff by phone at 803-734-2020 or send questions via email to [license@bofi.sc.gov](mailto:license@bofi.sc.gov) for additional assistance.

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