TN Money Transmitter License
New Application Checklist (Company)

CHECKLIST SECTIONS

- General Information
- License Fees
- Requirements Completed in NMLS
- Requirements/Documents Uploaded in NMLS
- Requirements Submitted Outside of NMLS

GENERAL INFORMATION

Tennessee Department of Financial Institutions participates in the Multistate Money Services Businesses Licensing Agreement Program (MMLA), which creates a more efficient money service business licensing process among state regulators. If your company is seeking money transmitter licensure in more than five (5) states, participation in the MMLA may be right for you. See the Multistate MSB Licensing Agreement Program page of the NMLS Resource Center for more information.

Who Is Required to Have This License?
Any entity that engages in the business of money transmission and provides such services to Tennessee residents, unless certain exemptions apply, must be licensed pursuant to the Tennessee Money Transmitter Act ("TMTA"). The TMTA defines “money transmission” in Tennessee Code Annotated ("TCA") Section 45-7-203(10) as follows:

The sale or issuance of payment instruments or engaging in the business of receiving money for transmission or transmitting money within the United States or to locations abroad by any and all means, including, but not limited to, payment instrument, wire, facsimile or electronic transfer.

Activities Authorized Under This License
This license authorizes the following activities...

- Electronic money transmitting;
- Issuing traveler’s checks;
- Selling traveler’s checks;
- Issuing money orders;
- Bill paying;
- Issuing and/or selling drafts;
- Transporting Currency;
- Issuing prepaid access/stored value;
- Selling prepaid access/stored value;
- Foreign currency dealing or exchanging; and,
- Other – money services
Pre-Requisites for License Applications

- Each applicant for a license must demonstrate, and each licensee must maintain a net worth of not less than one hundred thousand dollars ($100,000) computed according to generally accepted accounting practices. Persons transmitting, or proposing to transmit, money shall have an additional net worth of twenty-five thousand dollars ($25,000) per additional location or agent located in Tennessee, as applicable, to a maximum of five hundred thousand dollars ($500,000).

- Subject to the Commissioner’s discretion, no person shall be licensed if the person has been adjudged guilty of any felony within the last ten (10) years or if an executive officer, key shareholder or director of the person has been so adjudged. Please refer to TCA Sections 45-7-203(6) and (7) for definitions of “executive officer” and “key shareholder, respectively.

- The applicant must demonstrate experience, character, and general fitness to command the confidence of the public and warrant the belief that the business to be operated lawfully and fairly.

- Each application must be accompanied by a security device acceptable to the Commissioner in amount of fifty thousand dollars ($50,000). Such security device must be a surety bond or an irrevocable letter of credit. If the applicant proposes to engage in business under this part at more than one (1) location, through authorized agents or otherwise, then the amount of the security device must be increased by ten thousand dollars ($10,000) per additional location, up to a maximum of eight hundred thousand dollars ($800,000).

- Each application must be accompanied by a non-refundable application fee in the amount of two hundred fifty dollars ($250) for those applicants proposing four or fewer agents or locations in Tennessee and five hundred dollars ($500) for those applicants proposing five (5) or more agents or locations in Tennessee.

- Every corporate applicant, at the time of filing an application for a license and at all times after a license is issued, shall be in good standing in the state of its incorporation. All non-corporate applicants shall, at the time of the filing of an application for a license under this part and at all times after a license is issued, be qualified to do business in Tennessee.

Tennessee Department of Financial Institutions does not issue paper licenses for this license type.

Document Uploads Guidance

Documents that must be uploaded to the Document Uploads section of the Company Form (MU1) 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

- Company Form (MU1) Filing Instructions
- Document Upload Descriptions and Examples
- Individual Form (MU2) Filing Quick Guide
Agency Contact Information
Contact David Axford by phone at (615) 268-6329 or send your questions via email to david.axford@tn.gov or TDFI.licensing@tn.gov for additional assistance.

For U.S. Postal Service and/or Overnight Delivery:
Tennessee Department of Financial Institutions
Compliance Division
Tennessee Tower, 26th Floor
312 Rose L. Parks Avenue
Nashville, TN 37243

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 NMLS.
SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.
<table>
<thead>
<tr>
<th>Complete</th>
<th>TN Money Transmitter License</th>
<th>Submitted via…</th>
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<tbody>
<tr>
<td></td>
<td><strong>TN License/Registration Fee</strong>: $250</td>
<td>NMLS (Filing submission)</td>
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<td><strong>NMLS Initial Processing Fee</strong>: $0</td>
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<tr>
<td></td>
<td><strong>TN License/Registration Fee (additional)</strong>: $250</td>
<td>NMLS (Agency Fee Invoice)</td>
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<td>Applicants proposing five (5) or more agents pursuant to TCA Section 45-7-209 are subject to this additional fee.</td>
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<td><strong>Credit Report for Control Persons</strong>: $15 per control person.</td>
<td>NMLS (Filing submission)</td>
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<td></td>
<td><strong>Criminal Background Check</strong>: $36.25 per person</td>
<td>NMLS (Filing submission)</td>
</tr>
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<td></td>
<td><strong>Uniform Authorized Agent Reporting Annual Processing Fee</strong>: An annual fee of twenty-five cents ($0.25) for each active authorized agent/delegate location reported through NMLS is invoiced on November 1st.</td>
<td>NMLS (Agency Fee Invoice)</td>
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<td>There is no fee for the first 100 active agents reported (Companies with 100 agents or less are not subject to the UAAR Processing Fee).</td>
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<td>The fee is capped at $25,000 per licensee in any one year.</td>
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<td>The invoiced amount is based on the number of active agents in the system as of August 16th, (day after third quarter reporting deadline).</td>
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<td>See the Uniform Authorized Agent Reporting Processing Fee Fact Sheet for more information.</td>
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**REQUIREMENTS COMPLETED IN NMLS**

<table>
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<tr>
<th>Complete</th>
<th>TN Money Transmitter License</th>
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<tbody>
<tr>
<td></td>
<td><strong>Submission of Company Form (MU1)</strong>: Complete and submit the Company Form (MU1) in NMLS. This form serves as the application for the license/registration through NMLS.</td>
<td>NMLS</td>
</tr>
<tr>
<td></td>
<td><strong>Financial Statements</strong>: Upload an audited financial statement prepared by a Certified Public Accountant in accordance with Generally Accepted Accounting Principles dated within 90 days of your fiscal year end. Financial statements should include a balance sheet, income statement, statement of cash flows, and statement of changes in financial position and all relevant notes thereto, for the current year and, if available, for the immediately preceding two-year period. If applicant is a start-up company, only an initial statement of condition is required. Please include audited financial statements as follows in accordance</td>
<td>NMLS</td>
</tr>
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</table>
with TCA Section 45-7-207:

If the applicant is a corporation:

- Please provide copies of the applicant’s unconsolidated audited financial statements, including balance sheet, statement of income or loss, statement of changes in shareholder equity and statement of changes in financial position (cash flow statement), for the current year and, if available, for the immediately preceding three-year period.

- If the applicant is a wholly owned subsidiary of a corporation publicly traded in the United States, the applicant shall also provide the most recent audited financial statement of the parent of the applicant or the parent’s most recent 10K report filed with the United States Securities and Exchange Commission. The requirements of this subsection (a) may be satisfied by the applicant providing a copy of the consolidated audited financial statement of the applicant’s parent corporation that includes the balance sheet, statement of income or loss, statement of changes in shareholder equity and statement of changes in financial position of the applicant for the current year and, if available, for the immediately preceding three-year period.

- If the applicant is a wholly owned subsidiary of a corporation publicly traded outside the United States, similar documentation filed with the parent corporation’s non-United States regulator may be submitted to satisfy this provision.

Please note that the minimum net worth requirements established in TCA Section 45-7-206(a) as follows:

Each applicant for a license must demonstrate and each license must maintain a net worth of not less than one hundred thousand dollars ($100,000) computed according to generally accepted accounting principles. Person transmitting or proposing to transmit money shall have an additional net worth of twenty-five thousand dollars ($25,000) per additional location or agent location in Tennessee, as applicable to a maximum of five hundred thousand dollars ($500,000).

Note: Financial statements are uploaded separately under the Filing tab and Financial Statement submenu link. See the Financial Statements Quick Guide for instructions.

- **Other Trade Name:** If operating under a name that is different from the applicant’s legal name, that name (“Trade Name”, “Assumed Name” or “DBA”) must be listed under the Other Trade Names section of the Company Form (MU1). The Tennessee Department of Financial Institutions does not limit the number of other trade names.

- **Resident/Registered Agent:** The Resident/Registered Agent must be listed under the Resident/Registered Agent section of the Company Form (MU1) and must match the information currently on record with the Tennessee Secretary of State.
<table>
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<tr>
<th>Section</th>
<th>Description</th>
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</table>
| **Primary Contact Employees:** | The following individuals must be entered into the Contact Employees section of the Company Form (MU1).  
1. Primary Company Contact.  
2. Primary Consumer Complaint Contact. |
| **Non-Primary Contact Employees:** | The Tennessee Department of Financial Institutions requires that an individual(s) be identified as a Non-Primary Contact for the following areas. These contacts must be listed in the Contact Employees section of the Company Form (MU1).  
1. Company Contact for Licensing.  
2. Company Contact for Legal.  
3. Company Contact for Exams (pre-exam, billing, and delivery). |
| **Approvals and Designation:** | Enter your FinCEN Registration Confirmation Number and Filing Date in the Approvals and Designation section of the Company Form (MU1). |
| **Bank Account:** | Bank account information must be completed for the company’s Operating and Trust Primary accounts in the Bank Account section of the Company Form (MU1). |
| **Disclosure Questions:** | Provide a complete and detailed explanation and document upload for each “Yes” response. Additionally, please upload a copy of any applicable orders or supporting documents in NMLS.  
See the Company Disclosure Explanations Quick Guide for instructions. |
| **Qualifying Individual:** | Qualifying Individuals include the following:  
- “Executive officers” as defined by Tennessee Code Annotated (“TCA”) Section 45-7-203(6)  
- “Key shareholders” as defined by TCA Section 45-7-203(7)  
- Direct or indirect “controlling persons” as defined by TCA Section 45-7-203(5)  
- Members of the applicant’s board of directors or managing members of an LLC or any individual performing a similar role for the applicant  
- Any individual in a position to exercise control over the direction of, the business of the applicant, regardless of the form of organization of the applicant  
- Officer or officers or managers who will be in charge of the applicant’s money transmission activities.  
This individual must be listed in the Qualifying Individual section of Company Form (MU1). |
**Control Person (MU2) Attestation:** Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable individual before it is able to be submitted along with the Company Form (MU1). The following individuals, as specified below, are required to complete an MU2:

<table>
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<tr>
<th><strong>Direct Owners:</strong></th>
<th>Any individual that owns, beneficially owns, has the right to vote, or has the power to sell or direct the sale of 10% or more of a class of voting security of the applicant or licensee.</th>
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<tr>
<td><strong>Executive Officers/Control Persons:</strong></td>
<td>Individuals, regardless of title, who have the power, directly or indirectly, to direct the management or policies of a company by contract or otherwise. Includes: Board of Directors; President, Executive Vice President, Senior Vice President, Treasurer, Secretary, or similarly elected or appointed senior corporate officers; Chief Executive Officer, Chief Financial Officer, Chief Operations Officer, and Chief Compliance Officer/BSA Officer.</td>
</tr>
<tr>
<td><strong>Indirect Owners:</strong></td>
<td>Any individual that directly or indirectly, has the right to vote 10% or more of a class of a voting security or has the power to sell or direct the sale of 10% or more of a class of voting securities.</td>
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**Credit Report:** Individuals that submitted a MU2 are required to authorize a credit report through NMLS. In addition, individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS. This authorization is made when the Individual Form (MU2) is submitted as part of the Company Form (MU1).
MU2 Individual FBI Criminal Background Check Requirements: The following Individuals, as specified below, on the Company Form (MU1) are required to authorize an FBI criminal background check (CBC) through NMLS.

Direct Owners

- Any individual that owns, beneficially owns, has the right to vote, or has the power to sell or direct the sale of 10% or more of a class of voting security of the applicant or licensee.

Executive Officers

- Individuals, regardless of title, who have the power, directly or indirectly, to direct the management or policies of a company by contract or otherwise. Includes: Board of Directors; President, Executive Vice President, Senior Vice President, Treasurer, Secretary, or similarly elected or appointed senior corporate officers; Chief Executive Officer, Chief Financial Officer, Chief Operations Officer, and Chief Compliance Officer/BSA Officer.

Indirect Owners

- Any individual that directly or indirectly, has the right to vote 10% or more of a class of a voting security or has the power to sell or direct the sale of 10% or more of a class of voting securities.

After authorizing an FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.

See the Criminal Background Check section of the NMLS Resource Center for more information.

Note: If you are able to ‘Use Existing Prints’ to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.

Authorized Agents (Delegates) Locations: Licensees must use the NMLS Uniform Authorized Agent Reporting (UAAR) functionality to report Authorized Agents. Upon license approval, applicants are required to utilize the UAAR to upload a list of agents who are authorized to conduct money services businesses in the state of Tennessee on the Applicant’s behalf. Agent adjustments (additions, deletions, and modifications) must be submitted through the UAAR on a quarterly basis, even if there are no changes to report. For more information, consult the NMLS Resource Center.

Requirements/Documents Uploaded in NMLS

<table>
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<tr>
<th>Complete</th>
<th>TN Money Transmitter License</th>
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Updated: 11/12/2020
**AML/BSA Policy:** If the applicant is subject to the federal regulations requiring registration as a Money Services Business with the Financial Crimes Enforcement Network (FinCEN) or federal regulations requiring that the applicant establish an Anti-Money Laundering Program, please provide the following:

- Documentation evidencing the registration of the company as a Money Services Business (MSB) with the Financial Crimes Enforcement Network (FinCEN) as required by 31 CFR §103.41(a), if applicable.
- A copy of the applicant’s AML/BSA Policy including the applicant’s BSA risk assessment.

If the company believes such federal regulations do not apply, please provide a legal opinion from the Financial Crimes Enforcement Network or legal counsel documenting such determination and the reason(s) why such regulations do not apply.

This document should be named *AML/BSA Policy [approval date mm-dd-yyyy]*.

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**Business Plan:** Upload a business plan outlining the following information:

- Executive Summary (Overview)
- Marketing strategies
- Target markets
- Products/Services (provide: 1) list of states where application is pending and where currently licensed; 2) list of countries served; 3) description of products/services and the states in which they will be offered).
- Fee schedule
- Management/Organization Structure (provide a high-level overview of your: 1) corporate history; 2) parent & subsidiaries; and 3) management team)
- Operational Plan (describe: 1) daily operations; 2) business processes; 3) typical flow of funds; 4) settlement, reconciliation, & reimbursement processes; 5) methods used to account for funds received in each state; 6) whether you will have authorized agents; 7) whether you will have correspondents or paying agents; and 8) the types of payments you will accept)

This document should be named *[Company Legal Name] Business Plan*.

**Note:** If the existing uploaded business plan already includes the above information, an additional document does not need to be uploaded. A company should only upload a single business plan. If state-specific material is required, this information should be added to the existing uploaded business plan.

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Upload in NMLS: under the Document Type *AML/BSA Policy* in the *Document Uploads* section of the Company Form (MU1).
Flow of Funds Structure: Submit a description of each type of transaction or service to be conducted. For each type, describe each step starting with the first encounter with the consumer and ending at the completion of the transaction when money is received by the beneficiary.

This document should be named *Flow of Funds Structure*.

**Note:** If submitting multiple types of transactions or services to be conducted, combine in single document for upload.

Formation Documents: Determine classification of applicant’s legal status and submit a State certified copy of the requested applicable documentation detailed below. Original formation documents and all subsequent amendments, thereto including a list of any name changes.

**Sole Proprietor**
- If the applicant is not a corporation, please provide the name, address as well as the history of material litigation and criminal convictions for the ten-year period prior to the date of the application for each individual having any ownership interest in the applicant and each individual who exercises supervisory responsibility with respect to the applicant’s activities.

**Unincorporated Association:**
- By-Laws or constitution (including all amendments).

**General Partnership:**
- Partnership Agreement (including all amendments).

**Limited Liability Partnership:**
- Certificate of Limited Liability Partnership; and
- Partnership Agreement (including all amendments).

**Limited Partnership:**
- Certificate of Limited Partnership; and
- Partnership Agreement (including all amendments).

**Limited Liability Limited Partnership:**
- Certificate of Limited Liability Limited Partnership; and
- Partnership Agreement (including all amendments).

**Limited Liability Company (“LLC”):**
- Articles of Organization (including all amendments);
- Operating Agreement (including all amendments);
- IRS Form 2553 or IRS Form 8832 if S-corp treatment elected; and
- LLC resolution if authority not in operating agreement.

**Corporation:**
- Articles of Incorporation (including all amendments);
- By-laws (including all amendments), if applicable;
- Shareholder Agreement (including all amendments), if applicable;
- IRS Form 2553 if S-Corp treatment elected; and
- Corporate resolution if authority to complete application not in By-Laws or Shareholder Agreement, as amended, as applicable.

**Not for Profit Corporation**
- Documents requested of a Corporation; and
- Proof of nonprofit status
  - Internal Revenue Service (“IRS”) 501(c)(3) designation letter; or
  - statement from a State taxing body or the State attorney

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

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

This document should be named *Formation Documentation [Date of Creation (MM-DD-YYYY)].*
general certifying that: (i) the entity is a nonprofit organization operating within the State; and (ii) no part of the entity’s net earnings may lawfully benefit any private shareholder or individual; or
  o entity’s certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or
  o Any of the three preceding items described, if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

**Trust (Statutory)**
- Certificate of Trust; and
- Governing instrument (all amendments).

**Certificate of Authority/Good Standing Certificate:** Upload a State-issued and approved document (typically by the Secretary of State’s office), dated not more than 60 days prior to the filing of the application through NMLS that demonstrates authorization to do business from the state in which the applicant was incorporated/formed.

This document should be named [[state] Certificate of Authority OR [state] Certificate of Good Standing].

**Qualification to do Business in Tennessee:** Please upload a certificate of good standing from the Tennessee Secretary of State.

If the applicant believes registration with the Tennessee Secretary of State is not required, please provide the following:
- An explanation for such belief.
- Other documentation evidencing the applicant’s qualification to do business in Tennessee

This document should be named [[TN] Certificate of Authority OR [TN] Certificate of Good Standing].

**Authorized Agents (Delegates):** If you will be using authorized agents, upload a full description of the screening process you use to select authorized delegates, including any forms used, and the method used to screen for criminal history.

**Document Samples:** Upload copies of the following sample documents used in the regular course of business in connection with this license:
- A sample form of each type of payment instrument to be used in conducting money transmission.
- A sample authorized agent contract, if applicable.

This document should be named [Name of Document Sample].

**Company Staffing and Internal Policies:** Upload document(s) including information on staffing and internal organizational policies and procedures. If submitting multiple policies, upload and name each policy separately.
document must include the following information:

- Description of any internal audit program currently utilized or *anticipated to be used* by the applicant. This item is not limited to internal audit or review regarding BSA/AML compliance but should also address internal audit regarding financial reporting and recordkeeping and other internal controls.

If the applicant utilizes, or anticipates utilizing, authorized agents to conduct money transmission, please provide the following, including any relevant policies related to the following:

- A detailed explanation of procedures or criteria used *or anticipated to be used* in the agent selection process
- A copy of the agency agreement used *or anticipated to be used*. Please ensure such agreement(s) complies with TCA Section 45-7-218
- Policies, procedures or other controls used *or anticipated to be used* to monitor authorized agent activity including compliance with relevant laws and regulations, including but not limited to TCA Section 45-7-219, as well as any applicant agreements or policies governing the agents’ conduct with respect to money transmission activities.

This document should be named [*Name of Policy]*.

Management Chart:  Submit a Management chart displaying the applicant’s directors, officers, and managers (individual name and title). Must also identify compliance reporting and internal audit structure. Should identify all control persons that are officers of the company.

The applicant's executive officers and the officer or officers or managers who will be in charge of the applicant's activities to be licensed.

This document should be named [*Company Legal Name*] Management Chart.

**Note:** If the existing uploaded management chart already includes the above information, an additional document does not need to be uploaded. A company should only upload a single management chart.

Internal Policies in the Document Uploads section of the Company Form (MU1).

Upload in NMLS: under Management Chart in the Document Uploads section of the Company Form (MU1).
<table>
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<tr>
<th><strong>Organizational Chart/Description:</strong> Upload an organizational chart. Please include with the chart a description of the organizational structure of the applicant, including the identity of any and all direct or indirect parents, subsidiaries or affiliates by common control of the applicant that have not previously been noted in NMLS. Additionally, disclose whether any parent, subsidiary or affiliate is publicly traded on any stock exchange. Please include the ownership percentages with respect to any direct or indirect parents or subsidiaries:</th>
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<tr>
<td>- If any such direct or indirect parent, subsidiary or affiliate performs any function(s) for the applicant with respect to money transmission activity, please provide a detailed description of this arrangement including the function(s) performed and any compensation that is provided for such functions.</td>
</tr>
<tr>
<td>- Copies of any written agreements between the applicant and applicable parent, subsidiary or affiliate that governs such functions and/or compensation.</td>
</tr>
<tr>
<td>This document should be named [Company Legal Name] Organizational Chart – Description.</td>
</tr>
<tr>
<td><strong>Note:</strong> If the existing uploaded Organizational Chart/Description already includes the above information, an additional document does not need to be uploaded. A company should only upload a single management chart.</td>
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<tr>
<th><strong>Permissible Investment Controls:</strong> Submit a list of the company's permissible investments, and the book or market value of such investments as of the date of the most recent audited financial statement and as of the date of the unaudited interim financial statement. Please upload a description of controls implemented to monitor and ensure compliance with Permissible Investment requirements found in TCA Sections 45-7-206 and 45-7-203(13). Such description must address both the level of permissible investments as well as the level of outstanding money transmitter customer obligations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>This document should be named [Company Legal Name] Permissible Investments.</td>
</tr>
</tbody>
</table>

**Upload in NMLS:** under Organizational Chart/Description in the Document Uploads section of the Company Form (MU1).
**Surety Bond:** Submit a bond, furnished by a surety company authorized to conduct business in Tennessee, in the amount $50,000. If the applicant proposes to engage in business at more than one location, through authorized agents or otherwise, then the amount of the bond must be increased by $10,000 per additional location, up to a maximum of $800,000.

The Surety Bond Requirement may be satisfied by completing one of the following:

1. **Electronic Surety Bond:** Submit an Electronic Surety Bond (ESB) via NMLS in the amount listed above furnished and submitted by a surety company authorized to conduct business in Rhode Island. See the ESB Adoption Table and the ESB for NMLS Licensees page of the NMLS Recourse Center for more information.

2. **Surety Bond – Alternate Security Device:** Submit an irrevocable letter of credit, in the amount listed above, issued by any federally insured bank, savings bank or credit union, none of which is affiliated with the applicant. This document should be uploaded in NMLS under the Document Type Surety Bond – Alternate Security Device in the Document Uploads section of the Company Form (MU1). This document should be named ![License Type] Security Device. An original copy of this document must also be mailed to the address listed above.

**Locations in Tennessee:** If applicable, please submit through NMLS all agents or locations conducting business with Tennessee consumers through the Uniform Authorized Agent Reporting functionality.

### 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

<table>
<thead>
<tr>
<th>Complete</th>
<th>TN Money Transmitter License</th>
<th>Submitted via...</th>
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<tbody>
<tr>
<td><strong>Previous Money Transmission Activity in Tennessee:</strong> If the applicant has previously conducted the business of money transmission in the state of Tennessee, please provide the following information in addition to that information requested above:</td>
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<tr>
<td>• Total dollar amount of all outstanding transactions in Tennessee as of the application date;</td>
<td><strong>Mail or E-mail to</strong> Tennessee Department of Financial Institutions</td>
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<tr>
<td>• Total dollar volume of such money transmission activity conducted for</td>
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<td>Tennessee residents or businesses to date;</td>
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<td>• Total dollar volume of fees collected from Tennessee residents or businesses for such money transmission activity conducted for Tennessee residents or businesses prior to the date of this application;</td>
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<tr>
<td>• Date the applicant began operating in Tennessee;</td>
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<tr>
<td>• An explanation as to how Tennessee residents or businesses became money transmission customers of the applicant. Specifically, did the applicant actively solicit Tennessee residents or businesses to become money transmission customers?</td>
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<tr>
<td>• Is the applicant currently actively soliciting Tennessee residents or businesses to become money transmission customers or anticipating such solicitation prior to receiving a Tennessee money transmitter license?</td>
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<tr>
<td>• A detailed explanation as to why the applicant has not maintained a current Tennessee money transmitter license</td>
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<tr>
<td>• Any other information the applicant may deem relevant regarding previous, potential money transmission services provided to Tennessee residents or businesses</td>
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