



# VT Money Transmitter Kiosk/ATM Registration (Branch) Amendment Checklist

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## CHECKLIST SECTIONS

- [General Information](#)
- [Amendments](#)

## GENERAL INFORMATION

### Instructions

When making changes to your record in NMLS, Vermont Department of Financial Regulation requires advance notification for some changes. See the checklist below for details.

### Uploading Agency-Specific Documents

If you are required to upload documents to NMLS for an Advance Change Notice (ACN), select “Advance Change Notice” for the document type in the NMLS *Document Uploads* section. If you are required to upload documents for an amendment that doesn’t require ACN, select the applicable document type in the NMLS *Document Uploads* section.

**Note:** Use the recommended filing naming convention found on the [Document Upload Descriptions and Examples](#)

### Helpful Resources

- [Amendments & Advance Change Notice Quick Guide](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

### Agency Contact Information

Contact *Vermont Department of Financial Regulation* licensing staff by phone at (802) 828-3307 or send your questions via email to [DFR.NMLS1@vermont.gov](mailto:DFR.NMLS1@vermont.gov) for additional assistance.

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

*Vermont Department of Financial Regulation  
Banking Division  
89 Main Street  
Montpelier, VT 05620-3101*

#### For Overnight Delivery:

*Vermont Department of Financial Regulation  
Banking Division  
89 Main Street, 3rd Floor  
Montpelier, VT 05602*

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.

## AMENDMENTS

- [Change of Branch Address](#)
  - Change of Branch Address: \$100.00 per license
- [Addition or Modification of Other Trade Name](#)
- [Deletion of Other Trade Name](#)
- [Change of Branch Manager](#)
- [Change of Branch Manager Disclosure Question\(s\)](#)

**Note:** Information uploaded or filed in NMLS will not be viewable to the agency until the filing has been attested to and submitted through NMLS. Agency-specific requirements that should be emailed or mailed to the agency on the checklist below must be received with the appropriate checklist within five (5) business days of the electronic submission of your submission through the NMLS.

<b>NMLS ID Number</b> (Company)		
<b>NMLS ID Number</b> (Branch)		
<b>Licensee Legal Name</b>		
<b>Complete</b>	<b>VT Money Transmitter Branch License</b> <b>Change of Branch Address Amendment Items</b>	<b>Submitted via...</b>
<input type="checkbox"/>	<b>Change of Branch Address:</b> Submit an ACN for a change of Branch Address through the Branch Form (MU3) in NMLS. Thirty (30) days' notice must be provided for this change.	<b>NMLS</b>
<input type="checkbox"/>	<b>Change of Branch Address:</b> \$100.00 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	<b>NMLS</b>

<b>Complete</b>	<b>VT Money Transmitter Branch License</b> <b>Addition or Modification of Other Trade Name Amendment Items</b>	<b>Submitted via...</b>
<input type="checkbox"/>	<p><b>Other Trade Names:</b> If the Kiosk/ATM is 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 <i>Other Trade Names</i> section of both the Branch Form (MU3) and the Company Form (MU1).</p> <p><b>Vermont Money Transmitter Licensees are permitted to use only one other trade name for each license obtained.</b> Therefore, please be advised that applicants must hold a Money Transmitter License - Other Trade Name "at the main corporate office for each other trade name listed in the <i>Other Trade Names</i> section of the Company Form (MU1). Vermont Department of Financial Regulation does not allow more than six (6) other trade names.</p> <p>The Other Trade Name [#] license type should be consistent for all other locations using the same "Trade Name", "Assumed Name" or "DBA." For example, if Vermont Money Transmitter License - Other Trade Name #1 is used to obtain a license using the Trade Name "ABC Entity", then all future license requests for use of the Trade Name "ABC Entity" should use Other Trade Name #1 license types.</p>	<p><b>NMLS</b></p> <p><b>Upload in NMLS:</b> under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

Complete	VT Money Transmitter Branch License Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Deletion of Other Trade Name:</b> The Other Trade Name must be removed from the <i>Other Trade Names</i> section of the Branch Form (MU3) in NMLS.</p> <p><b>Note:</b> If the Other Trade Name being deleted from the Branch Form (MU3) will no longer be in use by the company, it must also be deleted from the Company Form (MU1).</p>	NMLS

Complete	VT Money Transmitter Branch License Change of Kiosk/ATM Manager Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Kiosk/ATM Manager:</b> A Kiosk/ATM Branch Manager must be designated for each registered Kiosk-ATM location. For purposes of this registration type only, the Branch Manager must be either the firm's "Qualifying Individual" as shown on Form MU1 or one of the "Direct Owners and Executive Officers" listed on Form MU1.</p>	NMLS
<input type="checkbox"/>	<p><b>Kiosk/ATM Branch Manager (MU2) Attestation:</b> If necessary, amend the Individual Form (MU2) in NMLS.</p> <p><b>Note:</b> The employer's name as it appears on the Company Form (MU1) must be entered in the Employment History or Other Business section of the Individual Form (MU2).</p>	NMLS
NOTE	<p><b>Credit Report:</b> Kiosk/ATM Branch Managers are NOT required to authorize a credit report through NMLS.</p>	N/A
NOTE	<p>Kiosk/ATM Branch Managers are NOT required to authorize a FBI criminal background check (CBC) through NMLS.</p>	N/A
<input type="checkbox"/>	<p><b>Kiosk/ATM Written Agreement:</b> If the written agreement is amended, upload a copy of the revised agreement or contract with the main office and remove the outdated version of the document.</p> <p>This document should be named <i>[Branch NMLS ID#] Branch Written Agreement</i>.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Branch Written Agreement</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).</p>

<b>NMLS ID Number</b> (Company)	
<b>NMLS ID Number</b> (Branch)	
<b>Licensee Legal Name</b>	

<input type="checkbox"/>	<p><b>Kiosk/ATM Disclosures: IMPORANT: If any of the required items set out below are amended, please upload a clear and legible copy of the revised documents and remove the outdated version of the documents.</b></p> <p><b>Clear and legible picture(s) of the required disclosure listed below must be uploaded onto NMLS. Each Kiosk/ATM Terminal Owner must provide a prominent and conspicuous disclosure on or at the location of each Kiosk/ATM Terminal or on the first screen of each Terminal.</b></p> <p>Each Kiosk/ATM Terminal Owner must provide a prominent and conspicuous disclosure on or at the location of each Kiosk/ATM Terminal or on the first screen of each Terminal that can be clearly viewed by the cardholder using the Kiosk/ATM Terminal in as high a contrast or resolution as any other display or graphics on or near the Kiosk/ATM Terminal. The contents of such disclosure, at a minimum, must include the following information:</p> <ol style="list-style-type: none"> <li>1. Name, address, and telephone number of the Kiosk/ATM Terminal Owner; and</li> <li>2. The days, times, and means by which a cardholder can contact the Kiosk/ATM Terminal Owner for consumer assistance.</li> <li>3. The name, address, and contact phone number of the company that the consumer is doing business with must be clearly printed on the consumer's receipt.</li> <li>4. There must be a prominent screen on the Kiosk/ATM user interface that informs the consumer the name of the company with which they are doing business.</li> </ol> <p>In addition, there must be a display on the screen of each Kiosk/ATM/BTM terminal at a point in the transaction process that permits the cardholder to cancel the transaction prior to completion (or by means of a sign placed on the Kiosk/ATM Terminal in a manner clearly visible to the cardholder if the Kiosk/ATM Terminal does not have a screen). The Kiosk/ATM Terminal Owner must provide:</p> <ol style="list-style-type: none"> <li>1. If applicable, a clear explanation that a surcharge is being imposed in connection with the cardholder's transaction by the Kiosk/ATM Terminal Owner and not the issuer of the card, and that the surcharge is an additional fee that will be deducted from the cardholder's account, in addition to any fee that may be imposed by the issuer of the card;</li> <li>2. The amount of the surcharge that will be imposed in connection with the transaction; and</li> <li>3. The method by which the cardholder may cancel the transaction to</li> </ol>	<p><b>Upload in NMLS:</b> under the Document Type <u>Additional Requirements</u> in the <i>Document Uploads</i> section of the Branch Form (MU3).</p>
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avoid imposition of the surcharge.

***NOTE: Please upload clear and legible picture(s) of the required disclosure, as set out above.***