



# WI Loan Company Branch License Amendment Checklist (Branch)

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## CHECKLIST SECTIONS

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

## GENERAL INFORMATION

### Instructions

Wisconsin Department of Financial Institutions (WDFI) does not require advance notice for any changes, but 30 days advance notice is recommended; make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

### 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.

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

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.

### Helpful Resources

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

### Agency Contact Information

Contact DFI’s Division of Banking at 608-261-7578 or send your questions via e-mail to [lisa.lee@wisconsin.gov](mailto:lisa.lee@wisconsin.gov) for additional assistance.

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

Wisconsin Department of Financial Institutions  
Division of Banking  
PO Box 7876  
Madison, WI 53707-7876

#### For Overnight Delivery:

Wisconsin Department of Financial Institutions  
Division of Banking  
North Tower  
4822 Madison Yards Way  
Madison, WI 53705

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

**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.

Complete	WI Loan Company Branch License Change of Branch Manager Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Qualifying Individual:</b> Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS.	NMLS
Note	<b>Change of Branch Manager:</b> \$0 per license	NMLS (Filing submission)
Note	<b>Credit Report:</b> Credit Reports and authorizations for credit reports through NMLS are NOT required.	N/A

Complete	WI Loan Company Branch License Change to Branch Manager Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change of Disclosure Question(s):</b> Submit an amendment for a change to Disclosure Question response(s) through the Branch Manager's Individual Form (MU2) in NMLS.	NMLS
<input type="checkbox"/>	<b>Changing a Response from No to Yes:</b> Provide a complete and detailed explanation and document upload for each response that changes from "No" to "Yes" for the Branch Manager. See the <a href="#">Individual Disclosure Explanations Quick Guide</a> and the <a href="#">Disclosure Explanations - Document Upload Quick Guide</a> for instructions.	<b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the Individual Form (MU2).

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

<b>Complete</b>	<b>WI Loan Company Branch License Change of Branch Address Amendment Items</b>	<b>Submitted via...</b>
<input type="checkbox"/>	<b>Change of Branch Address:</b> Submit an amendment for a change of Branch Address through the Branch Form (MU3) in NMLS.	<b>NMLS</b>
<b>Note</b>	<p><b>Change of Branch Address:</b> \$0 per license*</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p> <p>*Upon review of the submitting filing, if the change of address was to a different city, village or town, WDFI will invoice the licensee \$500 through NMLS.</p> <p><i>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</i></p>	<b>N/A</b>
<input type="checkbox"/>	<p><b>Business Activity:</b> Send a list of other types of business that will be conducted by the licensee or others at the branch. If no other business will be conducted, state "No other business will be conducted."</p> <p>This item must be submitted related to this change type.</p>	<b>Mail to WDFI</b>
<input type="checkbox"/>	<p><b>Return Original License:</b> When modifying a branch address, return the original license as issued by the WDFI.</p>	<b>Mail to WDFI</b>

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

<b>Complete</b>	<b>WI Loan Company Branch License Addition or Modification of Other Trade Name Amendment Items</b>	<b>Submitted via...</b>
<input type="checkbox"/>	<b>Addition or Modification of Other Trade Name:</b> Submit an amendment for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS.	<b>NMLS</b>
Note	<b>Addition of Other Trade Name:</b> \$0 per license	<b>NMLS (Filing submission)</b>
<input type="checkbox"/>	<b>Addition of Other Trade Name:</b> If adding a new Other Trade Name, this name must be listed under the <i>Other Trade Names</i> section of the Branch Form (MU3) and the Company Form (MU1). WDFI does not allow more than five of other trade names.	<b>NMLS</b>
<input type="checkbox"/>	<b>Surety Bond.</b> Upload and mail an original rider to the loan company bond identifying the change to the Other Trade Name.  This document should be named <i>[License Type] [Effective Date] Surety Bond Rider</i> .	<b>Upload in NMLS:</b> under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).  <b>AND</b> <b>Mail to WDFI</b>
<input type="checkbox"/>	<b>Return Original License:</b> When modifying an existing other trade name, return the original license as issued by the WDFI.	<b>Mail to WDFI</b>

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

<b>Complete</b>	<b>WI Loan Company Branch License Deletion of Other Trade Name Amendment Items</b>	<b>Submitted via...</b>
<input type="checkbox"/>	<b>Deletion of Other Trade Name:</b> Submit an amendment for deletion of an Other Trade Name through the Branch Form (MU3) in NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<b>Deletion of Other Trade Name:</b> If deleting an Other Trade Name, this name must be removed from the <i>Other Trade Names</i> section of the Branch Form (MU3) and the Company Form (MU1).	<b>NMLS</b>
<input type="checkbox"/>	<b>Surety Bond.</b> Upload and mail an original rider to the loan company bond identifying the change to the Other Trade Name.  This document should be named <i>[License Type] [Effective Date] Surety Bond Rider</i> .	<b>Upload in NMLS:</b> under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).  <b>AND</b> <b>Mail to WDFI</b>
<input type="checkbox"/>	<b>Return Original License:</b> When deleting an existing other trade name, return the original license as issued by the WDFI.	<b>Mail to WDFI</b>