



WI Loan Company License Amendment Checklist (Company)

CHECKLIST SECTIONS

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

AMENDMENTS

- [Change of Legal Status](#)
- [Addition or Modification of Affiliates/Subsidiaries](#)
- [Addition or Modification of Indirect Owners](#)
- [Change of Disclosure Question\(s\)](#)
- [Change of Legal Name](#)
- [Change of Main Address](#)
- [Addition or Modification of Other Trade Name](#)
- [Deletion of Other Trade Name](#)
- [Addition or Modification of Executive Officers](#)
- [Addition or Modification of Direct Owners](#)

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 filing through NMLS.

Complete	WI Loan Company License Change of Legal Status Amendment Items	Submitted via...
<p>Note: In many cases, a change to the Fiscal Year End, Legal Status, and State or Date of Formation indicates a new entity has been formed and a new NMLS record is required. This includes the creation of a new NMLS account and submission of a new Company Form (MU1).</p>		
<input type="checkbox"/>	<p>Change of Legal Status: Contact the WDFI prior to filing an amendment for a change in Legal Status within the Company (MU1) form in NMLS.</p>	<p>Contact WDFI</p>
<input type="checkbox"/>	<p>Change of Legal Status: Submit an amendment for a change in Legal Status within the Company Form (MU1) in NMLS.</p>	<p>NMLS</p>

Complete	WI Loan Company License Addition or Modification of Affiliates/Subsidiaries Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of Affiliates/Subsidiaries: Submit an amendment for an addition or change in Affiliates/Subsidiaries within the Company Form (MU1) in NMLS.</p>	<p>NMLS</p>

Complete	WI Loan Company License Addition or Modification of Indirect Owners Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of Indirect Owners: Submit an amendment for an addition or change in Indirect Owners within the Company Form (MU1) in NMLS.</p>	<p>NMLS</p>
<p>Note</p>	<p>Credit Report: Credit Reports and authorizations for credit reports through NMLS are NOT required.</p>	<p>NMLS</p>

Complete	WI Loan Company License Change of Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Disclosure Question(s): Submit an amendment for a change to Disclosure Question response(s) through the Company Form (MU1) in NMLS.	NMLS
<input type="checkbox"/>	Changing a Response from No to Yes: Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes” for the company or each control person. See the Company Disclosure Explanations Quick Guide for instructions.	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).
<input type="checkbox"/>	Changing a Response from Yes to No: Provide a complete and detailed explanation and document upload for each response that changes from “Yes” to “No” for the company or each control person. See the Company Disclosure Explanations Quick Guide for instructions.	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).

NMLS ID Number	
Licensee Legal Name	

Complete	WI Loan Company License Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Legal Name: Submit an amendment for a change of Legal Name through the Company Form (MU1) in NMLS.	NMLS
Note	Change of Legal Name Fee: \$0 per license <i>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</i>	NMLS (Filing submission)
<input type="checkbox"/>	Surety Bond Rider: Upload and mail an original rider to the loan company bond identifying the change to the Legal Name. The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names. This document should be named <i>[License Type] [Effective Date] Surety Bond Rider.</i>	Upload in NMLS: under the Document Type "Surety Bond" in the <i>Document Uploads</i> section of the Company Form (MU1). AND Mail to WDFI
<input type="checkbox"/>	Formation Documents: Upload Corporate Amendment documentation from state of origin amending the legal name.	Upload in NMLS: under the Document Type "Formation Document" in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	Return Original License: When changing the company legal name, return the original license as issued by the WDFI.	Mail to WDFI
<input type="checkbox"/>	Meeting Minutes: Meeting Minutes must be submitted related to this change type. Send a copy of the minutes of the meeting approving the legal name change.	Mail to WDFI

NMLS ID Number	
Licensee Legal Name	

Complete	WI Loan Company License Change of Main Address Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Main Address: Submit an amendment for a change of Main (Corporate) Address through the Company Form (MU1) in NMLS.	NMLS
Note	<p>Change of Main Address: \$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>	NMLS
<input type="checkbox"/>	<p>Business Activity: Send a list of other types of business that will be conducted by the licensee or others at the Main Address. 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>	Mail to WDFI
<input type="checkbox"/>	Return Original License: When modifying a main address, return the original license as issued by the WDFI.	Mail to WDFI

NMLS ID Number	
Licensee Legal Name	

Complete	WI Loan Company License Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Other Trade Name: Submit an amendment for an addition or change to an Other Trade Name through the Company Form (MU1) in NMLS. WDFI does not allow more than five of trade names.	NMLS
Note	Addition of Other Trade Name \$0 per license <i>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</i>	N/A
<input type="checkbox"/>	Surety Bond. 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>	Upload in NMLS: under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1). AND Mail to WDFI
<input type="checkbox"/>	Return Original License: When modifying an existing other trade name, return the original license as issued by the WDFI.	Mail to WDFI

NMLS ID Number	
Licensee Legal Name	

Complete	WI Loan Company License Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Deletion of Other Trade Name: Submit an amendment for deletion of an Other Trade Name through the Company Form (MU1) in NMLS. WDFI does not allow more than five of trade names.</p> <p>Note: The trade name should also be removed from any Branch Forms (MU3) if applicable.</p>	NMLS
<input type="checkbox"/>	<p>Surety Bond. Upload and mail an original rider to the loan company bond identifying the change to the Other Trade Name.</p> <p>This document should be named <i>[License Type] [Effective Date] Surety Bond Rider.</i></p>	<p>Upload in NMLS: under <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p>AND</p> <p>Mail to WDFI</p>
<input type="checkbox"/>	<p>Return Original License: When deleting an existing other trade name, return the original license as issued by the WDFI.</p>	Mail to WDFI

NMLS ID Number	
Licensee Legal Name	

Complete	WI Loan Company License Addition or Modification of Executive Officers Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Executive Officers: Submit an amendment for an addition or change in Executive Officers within the Company Form (MU1) in NMLS.	NMLS
Note	Credit Report: Credit Reports and authorizations for credit reports through NMLS are NOT required.	N/A
<input type="checkbox"/>	Criminal History Report: Mail a criminal history report dated within the previous 90 days for each new key officer. Key officers include chief executive officer, chief operating officer, chief financial officer, president, executive or senior vice president, secretary and treasurer. The criminal history report must be obtained from the State Police located in the officer's state of residence. Reports obtained from third-party providers will not be accepted.	Mail to WDFI

NMLS ID Number	
Licensee Legal Name	

Complete	WI Loan Company License Addition or Modification of Direct Owners Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Direct Owners: Submit an amendment for an addition or change in Direct Owners within the Company Form (MU1) in NMLS.	NMLS
Note	Credit Report: Credit Reports and authorizations for credit reports through NMLS are NOT required.	N/A
<input type="checkbox"/>	<p>Financial Statements: Upload a an internally prepared balance sheet and income statement in accordance with Generally Accepted Accounting Principles dated within 30 days after the change in ownership.</p> <p>A minimum tangible net worth of \$50,000 and positive working capital is required.</p> <p>Note: Financial statements are uploaded separately under the Filing tab and <i>Financial Statement</i> submenu link. See the Financial Statements Quick Guide for instructions.</p>	NMLS
<input type="checkbox"/>	Criminal History Report: Mail a criminal history report dated within the previous 90 days for each new direct owner. The criminal history report must be obtained from the State Police located in the owner's/member's/partner's state of residence. Reports obtained from third-party providers will not be accepted.	Mail to WDFI
<input type="checkbox"/>	Legal Documents: Send copies of all legal documents executed and associated with the change in ownership, including any applicable purchase and sale agreements, merger agreements or consent to change in ownership agreements.	Mail to WDFI
<input type="checkbox"/>	Notification of Surety Company: Send documentation that verifies the insurance company that issued the licensee's surety bond has been notified of the change in ownership.	Mail to WDFI