



# WI Payday Lender License Surrender Checklist (Branch)

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## CHECKLIST SECTIONS

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- [Requirements Completed in NMLS](#)
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## GENERAL INFORMATION

### Instruction

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

### Help Resources

- [Company License Surrender Requests Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

### 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.

NMLS ID Number	
Licensee Legal Name	

REQUIREMENTS COMPLETED IN NMLS		
Complete	WI Payday Lender Branch License	Submitted via...
<input type="checkbox"/>	<b>Submission of Surrender Request through Branch Form (MU3):</b> Request the surrender of the license through the submission of the Branch Form (MU3). See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions.	<b>NMLS</b>

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	WI Payday Lender Branch License	Submitted via...
<input type="checkbox"/>	<b>Original License:</b> Return the original license as issued by the WDFI.	<b>Mail to WDFI</b>
<input type="checkbox"/>	<b>Accounts and Records:</b> Send the address of the licensed location(s) where the outstanding accounts and the existing records are being transferred to.	<b>Mail to WDFI</b>