



WI Adjustment Service Company License Surrender Checklist (Company)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instruction

1. Contact the Wisconsin Department of Financial Institutions (WDFI) prior to filing a surrender request through the NMLS.
2. File the surrender request through NMLS.
3. There is no fee to surrender.
4. We may request additional information upon review of your surrender; watch your email for such requests.

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 nancy.schreiber@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		
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Complete	WI Adjustment Service Company License	Submitted via...
<input type="checkbox"/>	<p>Submission of Surrender Request through Company Form (MU1): After contacting the Wisconsin Department of Financial Institutions (WDFI) and having received approval, request the surrender of the license through the submission of the Company Form (MU1). See the Company License Surrender Requests Quick Guide for instructions.</p>	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
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Complete	WI Adjustment Service Company License	Submitted via...
<input type="checkbox"/>	<p>Original License: Return the original license as issued by the WDFI.</p>	Mail to WDFI
<input type="checkbox"/>	<p>Disposition of Client Accounts: Submit a list of all Wisconsin client accounts that indicates if the account was closed or transferred to another licensed adjustment service company who will honor the same terms of the client's original contract. Provide the name of the company accepting the transferred accounts and contact information for a company representative.</p>	Mail to WDFI