



# WI Adjustment Service Company Registration (Main Office - No Activity) Surrender Checklist (Company)

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## 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](mailto: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	

<b>REQUIREMENTS COMPLETED IN NMLS</b>		
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Complete	WI Adjustment Service Company Registration (Main Office - No Activity)	Submitted via...
<input type="checkbox"/>	<b>Submission of Surrender Request through Company Form (MU1):</b> After contacting the Wisconsin Department of Financial Institutions (WDFI) and having received approval, request the surrender of the registration through the submission of the Company Form (MU1). See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions.	<b>NMLS</b>

<b>REQUIREMENTS SUBMITTED OUTSIDE OF NMLS</b>		
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Complete	WI Adjustment Service Company Registration (Main Office - No Activity)	Submitted via...
<input type="checkbox"/>	<b>Disposition of Client Accounts:</b> 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.	<b>Mail to WDFI</b>