

# Transition Plan: Idaho Department of Finance

## Licensees Under the Idaho Collection Agency Act:

Companies holding any of the license types noted below are able to submit a license transition request through NMLS by filing a Company Form (Form MU1) and a Form MU2 for each of their control persons by the dates specified below:

- Licenses under the Collection Agency Act (CCA, CDC, CDB, CDS and CCR license prefix)—**March 15, 2014**

A company transitioning onto the NMLS must complete and submit through NMLS a Branch Form (Form MU3) for each registered branch by March 15, 2014.

It is important that current licensees have their Idaho license numbers available when completing and submitting their Company Form/Form MU1 as a transition so they are not charged a new application fee. Since registered branches do not hold independent license numbers, companies must add “-B” to their company license number *for each branch registration filed*. (example: CCA-123-B)

Any licensee that needs to amend or surrender a license once it has transitioned to NMLS, or needs to complete any other action **previously** submitted in paper form, *with the exception of agent notification and bond calculation filings*, must complete these actions utilizing NMLS from the date of transition forward.

*Note:* If you already have a record in NMLS and have submitted these electronic forms in the past you *do not need to re-enter your company information* into NMLS. You will only need to identify the business activities your company conducts, the states in which the various activities are conducted and apply for the appropriate license(s) in Idaho and complete a few state specific fields and/or document uploads.