



## PREPARING FOR RENEWAL QUICK REFERENCE (MONEY SERVICES BUSINESS, DEBT, AND CONSUMER FINANCE COMPANIES)

These are the recommended procedures and practices for Renewal preparation.

### Companies – Renewal Handbook for Money Services Business, Debt, and Consumer Finance Companies

<b>Task</b>	<b>Action</b>	<b>Resources</b>
Ensure company and branch records are up-to-date	Submit any amendments via a filing under the Filing tab as needed.	<a href="#">Company (MU1) Amendments Quick Guide</a> <a href="#">Branch (MU3) Amendments Quick Guide</a>
Confirm licenses are in statuses eligible for renewal	Review the <i>State License/Registration List</i> under the Composite View tab.	<a href="#">License Status and License Items Review Video</a>
Address any outstanding license items	View the <i>License Item List</i> under the Tasks tab or the entity dashboard and take the necessary action(s).	<a href="#">License Item List Quick Guide</a> <a href="#">Company Dashboard Quick Guide</a> <a href="#">Preparing for Company Renewal Quick Guide</a>
Review agency-specific Renewal requirements	Review the <a href="#">Streamlined Annual Renewals</a> page of the NMLS Resource Center.	<a href="#">Renewal Checklist Compilation Site</a> <a href="#">Viewing and Exporting NMLS License Renewal Checklists</a>
Run the Renewal Activity Reports to determine whether a regulator is preventing renewal	Run the Renewal Activity Report for Company/Branch under the Renewal tab.	<a href="#">Renewal Activity Company Branch Sample Report</a>