### MS Help Document

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#### Policy

The Individual Form (MU2) must accompany the Company Form (MU1). Each natural person identified as a Control Person or Qualifying Individual (QI) for the applicant, must complete the Individual Form (MU2). The Company Form will not be considered complete without all Individual Form (MU2) data entered and attested to by each individual.

An applicant or licensee must also refer to <u>State Licensing Requirements</u> published by each state in which it is applying. Some states may require biographical information about individuals that do not fit the Control Person definition. These states may therefore request an Individual Form (MU2) with other filings. Additionally, applicants must update the roster of Control Persons on the Company Form as needed, potentially requiring additional Individual Forms (MU2).

State agencies may require an authorization for a credit report to be submitted upon filing the Individual Form (MU2). Refer to the <u>State</u> <u>Licensing Checklists</u> to determine statespecific requirements.

**Definitions and Charts** 

Not Applicable



Figure 1: Screenshot of MU2 Forms

# MS Help Document

### How to Update an Individual Form (MU2)

1. Click the **Edit** icon (see *Figure 2*).

**NOTE:** If the Edit icon does not display the user must recall the attestation using the Recall  $\bigcirc$  icon.

- 2. Complete necessary updates using the left navigation panel to navigate to each desired section.
- 3. After each update is completed, click the **Save** button.
- 4. Click the Attest and Submit link on the left navigation panel.
- 5. Click the **Request Attestation** button.

Shifty Mortgage Inc.	(61048) MU1 filing created 5/20/2016 by WilliamJ12.	0
Below are the individuals Qualifying Individuals) wi sections to identify addition	identified as control persons (Direct Owners and Executive Officers, Indirect Owners with this filing. Go to the <u>Direct Owners and Executive Officers</u> , <u>Indirect Owners</u> , or <u>Qualifyi</u> onal individuals who should appear in this list.	h control and/or <u>ng Individuals</u>
Each control person mus AVAILABLE ACTIONS	t attest to the individual (MU2) filing in NMLS before you will be able to submit this filing. FUNCTION	
2 2 0	Complete or amend a control person's Individual (MU2) Form. Send the control person's Individual (MU2) Form to the individual for completion/attestati person will need to create and/or log in to their individual account to complete/attest to th Recall the Individual (MU2) Form to make additional changes or resolve completeness cl after attestation has been requested or completed.	on. (The control le Form.) hecks on the record
Name	Status	
🚽 🖳 Oshie, T.J.	Request Attestation	
🛅 🌍 Ovechkin, Alexar	ider Attested	

Figure 2: Example of Edit Icon on MU2 Forms

# Additional Resources

- <u>Company Form (MU1) Filing</u>
- Individual Account Creation
- Individual Form (MU2) Attestation
- Individual Credit (MU2) Report
- Information Viewable on NMLS Consumer Access