

## Company Identifying Information

### Overview/Policy

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The *Entity Name* should be the full legal name as organized in domestic state and found in incorporating documents.

It is important that each company is set up by their legal name and not by any trade name or “doing business as” name they may use.

If applicant or licensee is a sole proprietor, they should use their last, first, middle names, and suffix (“Jr”, “III”, etc) if any.

The Employer Identification Number (EIN) is the Taxpayer Identification Number issued by the IRS. If the applicant is a sole proprietor without employees, this number may be the sole proprietor’s Social Security Number or an IRS-issued EIN. These numbers are also known as “FEIN” or “TIN.” This number may or may not change upon amendment to reorganize the company.

Many states require currently approved companies to provide the regulator with advance notice before making changes to their legal name and/or main address. An advance notification allows the regulator to review the change prior to its effective date and indicate to the licensee whether or not the proposed change is acceptable.

Not all states require an Advance Change Notification. Review the [Advance Change Notice Requirement Chart](#) and [Amendment Checklist](#) prior to submitting a change in legal name and/or main address.

### Definitions and Charts

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Term	Definition
Advance Change Notice	An NMLS filing notifying state agencies of certain changes to a licensee’s NMLS information in advance of the effective date.
Effective Date	The date on which a change to a licensee’s NMLS information is intended to be effective.

### How To

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#### ***Provide or Update Identifying Information:***

1. From the *Identifying Information* screen, review the populated information.
2. Complete all required fields or make changes to necessary data fields.
3. Click **Save**.

### Amending a Company Legal Name:

1. From the *Identifying Information* screen, select the box under "Do you want to amend your legal name?"
2. Complete the *New Entity Name* data field.
3. Enter the *Effective Date* for the change (MM/DD/YYYY) and click **Save**.

### Amending a Company Main Address:

1. From the *Identifying Information* screen, select the box under "Do you want to amend your main address?"
2. Complete the *New Main Address* data fields.
3. Enter the *Effective Date* for the change (MM/DD/YYYY) and click **Save**.

State: [dropdown]

Business Activities  
Request License  
License/Registration Information  
**Identifying Information**  
Other Trade Names  
Resident/Registered Agent  
Web Addresses  
Contact Employees  
Books and Records Information  
Approvals and Designations  
Bank Accounts  
Legal Status  
Affiliates/Subsidiaries  
Financial Institutions  
Disclosure Questions  
Disclosure Explanations  
Direct Owners and Executive Officers  
Indirect Owners  
Qualifying Individuals  
Document Uploads  
MU2 Forms  
Attest and Submit

### Identifying Information

MSB Money Transmitter Co. (39559) MU1 filing created 6/6/2013 by HIII.TW. Total Charges: \$0.00

Entity name and EIN:  
Entity Name: MSB Money Transmitter Co.  
IRS Employer Identification Number: 34-1092395

Do you want to amend your legal name?  If yes, check here:   
 New legal name:  
 New Entity Name:   
 (sole proprietor use "Last, First, Middle")  
 Effective Date:  (MM/DD/YYYY)

Main address:  
 Number & Street: 493 Greentree Drive  
 City: Huntington  
 State: Vermont  
 Country / Province: United States  
 Postal Code: 12345

Do you want to amend your main address?  If yes, check here:   
 New main address (Do not use a PO Box):  
 New Number & Street:   
 New City:   
 New State:   
 New Country / Province:   
 New Postal Code:   
 Effective Date:  (MM/DD/YYYY)

Business phone, fax and email address:  
 Business Phone: 555-555-5555  
 Toll-Free Number (for consumers):   
 Fax Line: 555-555-5555  
 Email Address: test@test.com

Mailing address:  
 Main Address  
 PO Box or Number & Street: 493 Greentree Drive  
 City: Huntington  
 State: Vermont  
 Country / Province: United States  
 Postal Code: 12345

Any other business locations?  
 Other than the main office does the entity conduct business with consumers through branch offices or other business locations?  Yes  No

In certain states, branch office or other business locations must be licensed and/or registered. Submit Branch (MU3) filings to report these to the regulatory agency(s).

### Cancel a Pending Advance Change Notice for Legal Name and/or Main Address:

1. From the *Identifying Information* screen, deselect the box under "Do you want to amend your legal name?" and/or "Do you want to amend your main address?"
2. Click **Save**.
3. Complete other necessary updates and select *Attest and Submit* from the left navigation panel when ready to submit the filing.

## Helpful Hints

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1. A request to change/correct the EIN must be made by contacting the NMLS Call Center.
2. Generally, a new EIN indicates a new NMLS record should be created. When a licensee changes its EIN, they must contact the Call Center to walk through the process to appropriately manage these changes. Licensees can create the record for the new entity while maintaining licenses with their previous entity. Licensees should then work with their regulators as to the timing of applying for new licenses under the new entity and surrendering the licenses held by the previous entity.
3. *Do you want to amend your legal name?*  
There are other sections of the Company (MU1) Form that may need to be updated for a legal name change. Review the following sections and complete changes as necessary: *Resident/Registered Agent* and *Books and Records Information*.
4. *New Main address (Do not use a PO Box)*  
There are other sections of the Company (MU1) Form that may need to be updated for an address change. Review the following sections and complete changes as necessary: *Resident/Registered Agent, Contact Employee, Books and Records Information, and Qualifying Individual*.

## Additional Resources:

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- Find state-specific requirements on the [NMLS Resource Center](#).
- Details regarding information available in NMLS Consumer Access can be found within [Information Viewable on NMLS Consumer Access](#).
- Quick Guides:
  - [Submitting Company Form \(MU1\)](#)
  - [Company \(MU1\) Form ACN Main Address Change](#)
  - [Company \(MU1\) Form ACN Legal Name Change](#)

**See Company and Branch Help [Table of Contents](#)**