

Company Other Trade Names

Overview/Policy

Other Trade Names must include all names other than the legal name found in the *Identifying Information* section the company uses. These include: other business names, fictitious names, forced dba's "doing business as", etc.

Check the state licensing requirement checklist(s) to determine if a state requires other trade names to hold a separate license.

Many states require currently approved companies to provide the regulator with advance notice before making changes to their other trade name(s). 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 Notice. Review the [Advance Change Notice Requirement Chart](#) and [Amendment Checklist](#) prior to submitting a change to other trade name(s).

Definitions and Charts

Term	Definition
Advance Change Notice	A notification regarding certain changes to a licensee's company or branch information in advance of the effective date.
Effective Date	The date on which a change will be applied within the record.

How To

Add an Other Trade Name:

1. From the *Other Trade Names* screen, click **Add**.
2. Enter the *Other Trade Name*.
3. Enter the *Effective Date* for the addition (MM/DD/YYYYY).
4. Select the *Industry Type(s)*.
5. Select the *State(s)* where the name is used.
6. Click **Save**.

Other Trade Names

Schmidt Mortgage Co. (8054) MU1 filing created 3/14/2013 by SchmidtLM. Total Charges: \$0.00

All other trade names (i.e. business names, fictitious names, or "doing business as" names) used by your company must be identified below. Review the [state licensing requirements](#) for rules and restrictions regarding other trade names.

AVAILABLE ACTIONS FUNCTION

- Request a new other trade name.
- Edit an other trade name.
- Undo the pending change.
- Delete an other trade name.

Unsubmitted Change Notices

This table lists other trade names that have been created, modified, or removed on the current pending filing.
No pending other trade name changes exist on this filing.

Other Trade Names

This table lists other trade names currently on record.
No other trade names exist on this filing.

Add Other Trade Name

Schmidt Mortgage Co. (8054) MU1 filing created 6/7/2013 by SchmidtLM.

Provide your other trade name below, including the effective date, industry type(s), and state.

Name:

Effective Date: (MM/DD/YYYY)

Industry Type

Mortgage

Consumer Finance

Debt

Money Services

State: Forced Name?

Alabama

Edit an Other Trade Name from the Unsubmitted Change Notice Section (first gray bar):

1. From the *Other Trade Names* screen, click the **Edit** icon.
2. Complete necessary updates and click **Save**.

Other Trade Names

Schmidt Mortgage Co. (8054) MU1 filing created 3/14/2013 by SchmidtLM. Total Charges: \$0.00

All other trade names (i.e. business names, fictitious names, or "doing business as" names) used by your company must be identified below. Review the [state licensing requirements](#) for rules and restrictions regarding other trade names.

AVAILABLE ACTIONS FUNCTION

- Request a new other trade name.
- Edit an other trade name.
- Undo the pending change.
- Delete an other trade name.

Unsubmitted Change Notices

This table lists other trade names that have been created, modified, or removed on the current pending filing.

Name	Industry Type(s)	State(s)	Pending Change
<input type="button" value="Edit"/> Schmidt's Famous Mortgage Company	Mortgage	Alabama	Create

Other Trade Names

This table lists other trade names currently on record.
No other trade names exist on this filing.

Add Other Trade Name

Schmidt Mortgage Co. (8054) MU1 filing created 6/7/2013 by SchmidtLM.

Provide your other trade name below, including the effective date, industry type(s), and state.

Name: Schmidt's Famous Mortgage Company

Effective Date: 06/24/2013 (MM/DD/YYYY)

Industry Type

Mortgage

Consumer Finance

Debt

Money Services

State: Alabama Forced Name?

Edit Other Trade Names Previously Submitted on the Company (MU1) Form (second gray bar):

1. From the *Other Trade Names* screen, click the **Edit** icon.
2. Complete necessary updates and populate the *Effective Date* for the change.
Note: Only *Industry Type*, *State*, and *Forced Name?* can be modified from this screen. See below for further instruction on how to modify *Name*.

Other Trade Names

Schmidt Mortgage Co. (8054) MU1 filing created 3/14/2013 by SchmidtLM. Total Charges: \$0.00

All other trade names (i.e. business names, fictitious names, or "doing business as" names) used by your company must be identified below. Review the [state licensing requirements](#) for rules and restrictions regarding other trade names.

AVAILABLE ACTIONS	FUNCTION
	Request a new other trade name.
	Edit an other trade name.
	Undo the pending change.
	Delete an other trade name.

Modify Other Trade Name

Schmidt Mortgage Co. (8054) MU1 filing created 3/14/2013 by SchmidtLM. ...

Add or remove the industry type(s) and state(s) where the other trade name is used to conduct business. Add or remove the industry type(s) and state(s) where the other trade name is used to conduct business. Add or remove the industry type(s) and state(s) where the other trade name is used to conduct business. Add or remove the industry type(s) and state(s) where the other trade name is used to conduct business.

Name: Schmidt's Famous Mortgage Company

Current Industry Type(s): Mortgage
Current State(s): Alabama

Current Industry Type	Effective Date (MM/DD/YYYY)
<input checked="" type="checkbox"/> Mortgage	
<input type="checkbox"/> Consumer Finance	
<input type="checkbox"/> Debt	
<input type="checkbox"/> Money Services	

Current State	Current Forced Name?	Effective Date (MM/DD/YYYY)
<input checked="" type="checkbox"/> Alabama	<input type="checkbox"/>	

Other Trade Names Modified on this Filing

This table lists other trade names that have been created, modified, or removed on the current pending filing.

No pending other trade name changes exist on this filing.

Other Trade Names

This table lists other trade names currently on record.

Name	Industry Type(s)	State(s)
Schmidt's Famous Mortgage Company	Mortgage	Alabama

Edit Other Trade "Name" from Previously Submitted Company (MU1) Form:

The *Other Trade Name* (highlighted in visual above) cannot be modified by selecting the **Edit** icon. The *Name* must be removed by selecting the **Delete** (✘) icon, and then added by following the **Add an Other Trade Name** instructions above.

Action:

Other Trade Names Modified on this Filing

This table lists other trade names that have been created, modified, or removed on the current pending filing.

No pending other trade name changes exist on this filing.

Other Trade Names

This table lists other trade names currently on record.

Name	Industry Type(s)	State(s)
Schmidt's Famous Mortgage Company	Mortgage	Alabama

Result:

Other Trade Names Modified on this Filing			
This table lists other trade names that have been created, modified, or removed on the current pending filing.			
Name	Industry Type(s)	State(s)	Pending Change
Schmidt's Famous Mortgage Company	Mortgage	Alabama	Remove

Other Trade Names
This table lists other trade names currently on record.
No other trade names exist on this filing.

Cancel a Pending Advance Change Notice:

1. From the *Other Trade Names* screen, click the **Cancel** button.

Other Trade Names				
This table lists other trade names currently on record and change notices that have been submitted but are not yet effective.				
Name	Industry Type(s)	State(s)	Existing Change Notice Type	Effective Date
Schmidt's Famous Mortgage Company	Mortgage	Alabama	Removal	06/07/2013

Helpful Hints

1. Licensees should not include "dba" in front of their *Other Trade Name*. The *Name* entered should be exactly how they use it in advertising, documents, etc.
2. Any restrictions to the usage of *Other Trade Names* will be indicated on the state-specific requirement checklist(s).
3. A forced "dba" is one that is required to be used because the state's Secretary of State or other agency will not allow the company to use its legal name. This may be due to a number of reasons, including the company's legal name is already used by another company in that state.

Additional Resources:

- Find state-specific requirements on the [NMLS Resource Center](#).
- Quick Guides:
 - [Submitting Company Form \(MU1\)](#)
 - [Company \(MU1\) Form – ACN Other Trade Names](#)

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