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Policy

The Other Trade Names section must include all other names the company uses other than the legal name found in the Identifying Information section. Include all names used at branch locations, other business names, fictitious names, and forced dba's "doing business as", etc.

Licensees should not include "dba" in front of their Other Trade Name. The name inputted should be exactly how they use it in advertising, documents, etc.

Licensees should indicate if the "dba" is forced by a state by checking the box in the forced column. 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. Please consult the [state licensing requirements](#) for additional information related to forced "dbas."

**Industry Type(s)**

Applicants and licensees must indicate the industry type(s) to which the Other Trade Name applies.

**State**

Applicants and licensees must indicate the state(s) to which the Other Trade Name applies. A forced

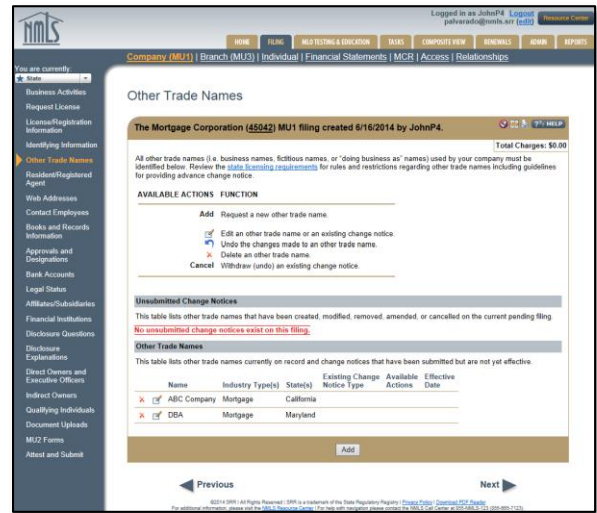


Figure 1: Other Trade Names

name is applicable when a particular state has forced you to use a particular trade name in their jurisdiction.

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

**Advance Change Notice**

Advance Change Notice (ACN) may be required for an addition, modification, or deletion of an Other Trade Name within the Company Form (MU1). Not all states require an ACN. Review the [State Licensing Requirements Amendment Checklist\(s\)](#) for the respective state agency's ACN requirements.

Definitions and Charts

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

Figure 2: Key Terms


How to Add an Other Trade Name

1. From the *Other Trade Names* screen, click the **Add** button.
2. Enter the Other Trade Name and the Effective Date of the trade name (see *Figure 3*).  
**NOTE:** Effective Date for the change (MM/DD/YYYY) is required and cannot be a past date.
3. Select the Industry Type(s) and the State(s) where the name is used (see *Figure 3*).

Figure 3: Add Other Trade Name

4. Click the **Save** button.

## How to Amend Current Industry Type(s) and/or Current State(s)

1. From the *Other Trade Names* screen, click the **Edit**  icon.
2. Complete necessary updates and populate the Effective Date for the change (see *Figure 4*).

**NOTE:** Only Industry Type, State, and Forced Name can be modified from this screen.

### Modify Other Trade Name

The Mortgage Corporation (45042) MU1 filing created 6/16/2014 by JohnP4. HELP

**Total Charges: \$0.00**

Add or remove the industry type(s) and state(s) where the other trade name is used to conduct business. An effective date must be provided for each change. The current column reflects the current industry and state selections. To modify the Name, delete this record and add a new other trade name with the updated Name.

**Name:** ABC Company

**Current Industry Type(s):** Mortgage

**Current State(s):** California


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

Y	Current State	Current Forced Name?	Effective Date (MM/DD/YYYY)
<input type="checkbox"/>	Alabama	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Alaska	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Arizona	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Arkansas	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/>	California	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Colorado	<input type="checkbox"/>	<input type="text"/>

Figure 4: Modify Other Trade Name

## How to Remove Other Trade Name





1. From the *Other Trade Names* screen, click the **Delete**  icon.
2. Enter the Effective Date for the removal (see *Figure 5*).

**NOTE:** This action removes the Other Trade Name. If the Other Trade Name will only be removed in certain jurisdictions, see the Amend the Industry Type(s) and State(s) section.

3. Click the **Save** button (see *Figure 5*).



Remove Other Trade Name

The Mortgage Corporation (45042) MU1 filing created 6/16/2014 by JohnP4.     HELP

Total Charges: \$0.00

Provide the effective date for the removal of this other trade name.

Name: ABC Company  
Current Industry Type(s): Mortgage  
Current State(s): California

2 Effective Date:  (MM/DD/YYYY)

3 Save Cancel

Figure 5: Remove Other Trade Name

## Additional Resources

- [Information Viewable in NMLS Consumer Access](#)
- [Company Form \(MU1\) Filing](#)
- [Company Form \(MU1\) Amendments](#)
- [ACN – Other Trade Names](#)