

## Branch Other Trade Names

### Overview/Policy

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*Other Trade Names* must include all names other than the corporate name the company will be using at this branch location. These include: business names, fictitious names, DBAs, etc. NMLS allows an unlimited number of other trade names.

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

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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

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#### **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/YYYY).
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. Whitehall, PA Branch (8073) MU3 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.

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**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) MU3 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:

**Industry Type**

Mortgage

Consumer Finance

Debt

Money Services

State:  Forced Name?

Alabama

**Edit an Unsubmitted Change Notice (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. Whitehall, PA Branch (8073) MU3 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.

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**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="checkbox"/> 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) MU3 filing creat

Provide your other trade name below, including the effect

Name:

Effective Date:  (MM/DD/YYYY)

**Industry Type**

Mortgage

Consumer Finance

Debt

Money Services

State:  Alabama Forced Name?

**Edit Other Trade Names Previously Submitted on the Branch (MU3) Form (second gray bar):**

1. From the *Other Trade Names* screen, click the **Edit** icon.
2. Only *Industry Type* and *State* can be modified from this screen. See below for further instruction on how to modify *Name*.

Other Trade Names

Schmidt Mortgage Co., Whitehall, PA Branch (8073) MU3 filing created 3/15/2013 by SchmidLM. Total Charges: \$0.00

All other trade names (i.e. business names, fictitious names, or "doing business as" names) used by this branch must be identified below. Review the [state licensing requirements](#) for rules and restrictions regarding other trade names. All other trade names identified below must also be added to your Company (MU1) Record.

**AVAILABLE ACTIONS**    **FUNCTION**

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

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**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.**

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**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

**Modify Other Trade Name**

Schmidt Mortgage Co., Whitehall, PA Branch (8073) MU3 filing created 3/15/2013 by SchmidLM.

Add or remove the industry type(s) and state(s) where the other trade name is used to conduct business. The current column other trade name with the updated Name.

Name: Schmidt's Famous Mortgage Company

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

Current Industry Type

Y  Mortgage  
 Consumer Finance  
 Debt  
 Money Services

Current State

Y  Alabama

### Edit Other Trade "Name" from Previously Submitted Branch (MU3) Form

An *Other Trade Name* (highlighted in visual above) cannot be modified by selecting the **Edit** icon. The *Name* must be removed by selecting the **Delete** (X) icon, and then added using 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.**

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**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

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**Other Trade Names**

This table lists other trade names currently on record.

**No other trade names exist on this filing.**

### Helpful Hints

1. Confirm that the other trade name used by the branch is also included on the Company (MU1) Form under *Other Trade Names*.
2. Any restrictions to the usage of other trade names will be indicated on the State Licensing Requirements.

**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 Branch Form \(MU3\)](#)
  - [Branch \(MU3\) Form – ACN Other Trade Name](#)

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