

Legal Status

Overview/Policy

The company's legal status should be indicated and a copy of supporting documentation (e.g. formation documents) are required to be uploaded through NMLS.

Many states require currently approved companies to provide the regulator with advance notice before making changes to their legal status. 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 legal status.

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.

Fiscal year end

Enter the *Month* and *Day* of the end of the corporate fiscal year. Sole proprietorships should enter 12/31 for fiscal year end.

Formation State

Enter the *State* in which *Legal Status* of the corporate entity was obtained. Information can be found on the company's incorporating documents. Sole proprietorships must leave this field blank. If an applicant was formed outside the U.S., leave blank.

Formation Country/Province

Enter the *Formation Country* or *Province* of the corporate entity. Information can be found on the company's incorporating documents.

Date of Formation

Enter the *Month*, *Day*, and *Year* in which the company was legally formed. Information can be found on the company's incorporating documents. This must be in the MM/DD/YYYY format. Sole proprietorships must leave this field blank.

If publicly traded, please insert stock symbol

A *Stock Symbol* is a combination of letters.

Indicate Legal Status If a state is a community property state, the state licensing requirements may outline additional details for spouses of sole proprietors. Some states distinguish between S- and C-corporate organizations. In addition to the Company (MU1) Form, a sole proprietor must complete the Individual (MU2) Form. The Company (MU1) Form is completed in terms of the sole proprietorship as a business entity and the Individual (MU2) Form is completed in terms of the natural person. If the state requires a sole proprietor to also hold a loan originator's license, then the sole proprietor must also complete the Individual (MU4) Licensing Form. Note: This means a sole proprietor would have two different NMLS usernames, one as a business entity and one as an individual.

Amendments to the Fiscal Year End, Legal Status, and State or Date of Formation

NMLS allows amendments to the *Fiscal Year End*, *Legal Status*, and *State or Date of Formation* but does not allow amendments to the company's EIN without contacting the NMLS Call Center. In many cases, a change to the *Fiscal Year End*, *Legal Status*, and *State or Date of Formation* indicates a new entity has been formed and a new NMLS record is required.

How To

Enter Legal Status Information:

1. From the *Legal Status* screen, complete all fields.
2. Click **Save**.

Amending Legal Status Information:

1. If amending the *Fiscal Year End*, and/or *Stock Symbol*, enter amendments or updates and click **Save**.
2. For all other data fields, select the box under "*Do you want to amend your legal status?*"
3. Enter the *New Formation State*, *New Formation Country/Province*, *New Formation Date*, and *Legal Status*.
 - a. Enter the *Effective Date* for the change (MM/DD/YYYY).
4. Click **Save**.

Cancel a Pending Advance Change Notice for Legal Status:

1. From the *Legal Status* screen, deselect the box under "*Do you want to amend your legal status?*"
2. Click **Save**.
3. Complete other necessary updates and select *Attest and Submit* from the left navigation panel when ready to submit the filing.

Legal Status

Total Charges: \$0.00

Schmidt Mortgage Company (8054) MU1 filing created 6/21/2013 by SchmidtLM.

Fiscal year end: (MM/DD)

If publicly traded, please insert stock symbol:

Formation State: Maryland

Formation Country / Province: United States

Formation Date: 12/01/2004

Legal Status: Corporation

Description: _____

Do you want to amend your legal status?

If yes, check here:

New Formation State:

New Formation Country / Province:

New Formation Date: (MM/DD/YYYY)

Indicate legal status:

- Corporation
- Limited Liability Company
- Not For Profit Corporation
- Partnership
- Sole Proprietorship
- Other

If Legal Status is Other, then briefly describe:

Effective Date: (MM/DD/YYYY)

Helpful Hints

1. A change to the *Fiscal Year End*, *Legal Status*, and *State or Date of Formation* indicates a new entity has been formed and a new NMLS record is required.

Additional Resources:

- 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 Legal Status](#)

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