



ACN - Indirect Owners

Advance Change Notice (ACN) may be required for the addition, modification, or removal of an Indirect Owner within the Company (MU1) Form. Review the [State Licensing Requirements Amendment Checklist\(s\)](#) for your state agency's ACN requirements.

The image below highlights the sections of the Indirect Owners screen that trigger an ACN.

Modify Indirect Owner

Provide the information requested below for the individual or company being identified as an indirect owner of your company. An effective date must be provided when changes are made to the Ownership Type, Percentage of Ownership, or the Control Person Selection.

Ownership Type examples include: partner, trustee, indirect owner, shareholder, etc.
The Equity Owner is the company in which the ownership interest is held.
An MU2 form must be completed for all Individuals identified as control persons.

Full Legal Name: SunTrust Banks, Inc.
Ownership Type: Holding Company
Stock Symbol: ST1
SSN or EIN: 10-4009191

Equity Owner in Which Interest is Held: SunTrust Bank
Percentage of Ownership: 100
Control Person: No

Do you want to amend the Indirect Owner's Record?
If yes, check here:

Equity Owner in Which Interest is Held: _____
Percentage of Ownership: _____
Control Person: Yes No
Effective Date: _____ (MM/DD/YYYY)

Individual or Company: Company Individual

Save Cancel

ACN
Amendment

The following instructions include steps to complete the below actions in NMLS.

- [How to submit an ACN to Add Indirect Owners](#)
- [How to submit an ACN to Remove Indirect Owners](#)
- [How to modify a pending ACN for Indirect Owners](#)
- [How to cancel a pending ACN for Indirect Owners](#)
- [Advance Change Notice Document Upload](#)

How to submit an ACN to Add Indirect Owners

1. Log in to your company NMLS account.
2. Click .
3. Click **Company (MU1)** in the sub-menu.
4. Click .
5. Click **Indirect Owners** on the left Navigation Panel.

6. Click or .
7. If searching for an individual, enter their Name or their NMLS ID#. If searching for a company, enter the Name, NMLS # or Federal Tax ID. Click .
8. Click the entity's name/NMLS ID.
9. Enter the Ownership Type, Equity Owner in Which Interest is Held, Percentage of Ownership, and identify whether an individual is a Control Person.

Note: To remove an indirect owner, you must first amend their Percentage of Ownership to 0% with an applicable effective date for the change. The indirect owner may be deleted upon implementation of the change of ownership percentage.

10. Enter the change's Effective Date.

Note: The effective dates for adding a new indirect owner's percentage of ownership and removing an existing owner and associated percentage must be the same in cases where the addition of a new owner and percentage will add to greater than 100% during the pending period prior to the effective date.

11. Review the State Agency Checklist applicable to the state and license being changed for instructions on documentation required as part of this change.

Note: If your state agency does not require you to report an ACN for this change, enter the date on which a change to a licensee's NMLS information is intended to be effective as the Effective Date. If your state agency does require you to report an ACN for this change, enter the appropriate future date as the change's Effective Date. The Effective Date must be a current or future date of up to 120 days. Review the Amendment Checklist for the state and license type for ACN requirements.

12. Click .

13. Proceed to the **Attest and Submit** section.

Note: Some agencies charge an amendment fee when certain information changes. The respective state's Amendment Checklist(s) will provide a complete list of fees.

14. If all completeness checks pass, review the attestation language, attest and submit.

How to submit an ACN to Remove Indirect Owners

1. Log in to your company NMLS account.

2. Click .
3. Click **Company (MU1)** in the sub-menu.
4. Click .
5. Click **Indirect Owners** on the left Navigation Panel.
6. Click the **Delete**  icon next to the Indirect Owner you would like to remove.
7. Provide all requested information, including an effective date.

Note: The effective dates for adding a new indirect owner's percentage of ownership and removing an existing owner and associated percentage must be the same in cases where the addition of a new owner and percentage will add to greater than 100% during the pending period prior to the effective date.

8. Review the State Agency Checklist applicable to the state and license being changed for instructions on documentation required as part of this change.

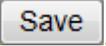
Note: If your state agency does not require you to report an ACN for this change, enter the date on which a change to a licensee's NMLS information is intended to be effective as the Effective Date. If your state agency does require you to report an ACN for this change, enter the appropriate future date as the change's Effective Date. The Effective Date must be a current or future date of up to 120 days. Review the Amendment Checklist for the state and license type for ACN requirements.

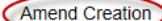
9. Click .
10. Proceed to the **Attest and Submit** section.

Note: Some agencies charge an amendment fee when certain information changes. The respective state's Amendment Checklist(s) will provide a complete list of fees.
11. If all completeness checks pass, review the attestation language, attest and submit.

How to modify a pending ACN for Indirect Owners

1. Log in to your company NMLS account.
2. Click .
3. Click **Company (MU1)** in the sub-menu.

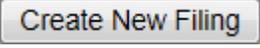
4. Click .
5. Click **Indirect Owners** on the left Navigation Panel.
6. Click the edit icon (.
7. Modify the Ownership Type, Effective Date, Equity Owner in Which Interest is Held, Percentage of Ownership or Control Person as applicable
8. Click .

Unsubmitted Change Notices							
This table lists indirect owners that have been created, modified, removed, amended, or cancelled on the current pending filing.							
Entity ID	Name	Entity in Which Interest is Owned	Ownership Type	% Ownership	Control Person	Pending Change Notice Type	Effective Date
 	1103	Bailey, William	Bailey Mortgage	Trustee	50	No 	07/15/2013

Note: This action will change the “Pending Change Notice Type” to **Amend Creation** and place it in the **Unsubmitted Change Notices** list. To undo the amendment click the undo icon (.

9. Proceed to the **Attest and Submit** section.
10. If all completeness checks pass, review the attestation language, attest and submit.

How to cancel a pending ACN for Indirect Owners

1. Log in to your company NMLS account.
2. Click .
3. Click **Company (MU1)** in the sub-menu.
4. Click .
5. Click **Indirect Owners** on the left Navigation Panel.
6. Click .

Unsubmitted Change Notices								
This table lists indirect owners that have been created, modified, removed, amended, or cancelled on the current pending filing.								
Entity ID	Name	Entity in Which Interest is Owned	Ownership Type	% Ownership	Control Person	Pending Change Notice Type	Effective Date	
	1103	Bailey, William	Bailey Mortgage	Trustee	50	No	Cancel Creation	07/15/2013

Note: This action will cancel the ACN and place it in the **Unsubmitted Change Notices** list. The **Pending Change Notice Type** will change to **Cancel Creation**. To undo the cancellation click the undo icon ().

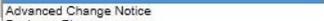
7. Proceed to the **Attest and Submit** section.
8. If all completeness checks pass, review the attestation language, attest and submit.

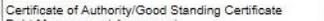
Advance Change Notice Document Uploads

1. Log in to your company NMLS account.
2. Click .
3. Click **Company (MU1)** in the sub-menu.
4. Click .
5. Click **Document Uploads** on the left Navigation Panel.
6. Click .
7. Select the "Advance Change Notice" Document Type.

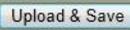
To upload a document, provide the details below and click **Browse** to select a PDF file (not exceeding 10 MB). Not all document types allow you to select a state.

Document Type : 

State: 

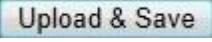
Comment: 

File: 

Note: Advance Change Notice is a new Document Type available for upload. All ACN Document Type submissions are considered proposed documents. Upon the effective date of the change, documents must be re-submitted under the appropriate Document Type (do not re-submit under Advance Change Notice as of the effective date). If the submission does not meet an existing Document Type, documents must be mailed to the agency.

8. Enter a Comment related to the file as needed.

9. Browse for the file and select .