



ACN - Legal Status

Advance Change Notice (ACN) may be required for a change in Legal Status within the Company (MU1) Form. Review the [State Licensing Requirements](#) Amendment Checklist(s) for the respective state agency's ACN requirements.

The image below highlights the sections of the Legal Status screen that trigger an ACN.



The screenshot shows the 'Legal Status' screen in NMLS. The title 'Legal Status' is at the top left. A 'HELP' button is at the top right. The form contains several fields: 'Fiscal year end: 12/31 (MM/DD)', 'If publicly traded, please insert stock symbol: XYZ', 'Formation State: Virginia', 'Formation Country / Province: United States', 'Formation Date: 03/30/1927', and 'Legal Status: Corporation'. A 'Description:' field is also present. A section titled 'Do you want to amend your legal status?' has a checked checkbox 'If yes, check here:'. Below this are fields for 'New Formation State:', 'New Formation Country / Province:', and 'New Formation Date: (MM/DD/YYYY)'. There are radio buttons for 'Indicate legal status:' with options: Corporation, Limited Liability Company, Not For Profit Corporation, Partnership, Sole Proprietorship, and Other. A text area for 'If Legal Status is Other, then briefly describe:' is below. An 'Effective Date: (MM/DD/YYYY)' field is at the bottom. A 'Save' button is at the very bottom. A yellow highlight covers the 'Formation State', 'Formation Country / Province', 'Formation Date', 'Legal Status', 'Description', 'Do you want to amend your legal status?', 'New Formation State', 'New Formation Country / Province', 'New Formation Date', 'Indicate legal status', and 'If Legal Status is Other, then briefly describe:' sections. To the right of the form, a yellow box contains the text 'ACN' and a blue box contains 'Amendment'.

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

- [How to submit an ACN for Legal Status](#)
- [How to modify a pending ACN for Legal Status](#)
- [How to cancel a pending ACN for Legal Status](#)
- [Advance Change Notice Document Upload](#)

How to submit an ACN for Legal Status

1. Log in to your company NMLS account.

2. Click .
3. Click **Company (MU1)** in the sub-menu.
4. Click .
5. Click **Legal Status** on the left Navigation Panel.
6. Check the box, answering “yes”, to **Do you want to amend your legal status?**

Legal Status

BaileysNewHomes (1091) MU1 filing created 5/13/2013 by BaileyW. ?? HELP
Total Charges: \$0.00

Fiscal year end: (MM/DD)

If publicly traded, please insert stock symbol:

Formation State: Maryland


Formation Country / Province: United States

Formation Date: 01/01/1902

Legal Status: Corporation

Description: _____

Do you want to amend your legal status?

6. If yes, check here: 

7. Enter your entity’s updated Formation State, Formation Country/Providence, Formation Date, and/or Legal Status.
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.

Do you want to amend your legal status?

If yes, check here:

7.

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:

8. Effective Date: (MM/DD/YYYY)

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 Legal Status

1. Log in to your company NMLS account.

2. Click .

3. Click **Company (MU1)** in the sub-menu.




4. Click .

5. Click **Legal Status** on the left Navigation Panel.

6. Modify the Formation State, Formation Country/Providence, Formation Date, and/or Legal Status as applicable.

7. Click .

Legal Status

Bailey's New Houses (1091) MU1 filing created 6/17/2013 by BaileyW.    **HELP**

Total Charges: \$0.00

Fiscal year end: (MM/DD)

If publicly traded, please insert stock symbol:

Formation State: Maryland

Formation Country / Province: United States

Formation Date: 01/01/1902

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)

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 (.

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


How to cancel a pending ACN for Legal Status

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

4. Click .
5. Click **Legal Status** on the left Navigation Panel.
6. Uncheck the box, answering “no”, to **Do you want to amend your legal status?**
7. Click .




Do you want to amend your legal status?

If yes, check here:

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 ().

8. Proceed to the **Attest and Submit** section.
9. 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 :	Advanced Change Notice	
State :	Advanced Change Notice	
Comment :	Business Plan	
File :	Certificate of Authority/Good Standing Certificate	
	Debt Management Agreement	
	Document Samples	
	Errors and Omissions	
	Fidelity Bond	
	Formation Document	
	Management Chart	
	Organizational Chart/Description	
	Surety Bond	
	Trust Account Authorization	

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 .