



ACN – Affiliates & Subsidiaries

Advance Change Notice (ACN) may be required for the addition or modification of Affiliates/Subsidiaries 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 Affiliate/Subsidiary screen that trigger an ACN.

Modify Affiliate/Subsidiary

Provide the updated information below for the company identified as an affiliate/subsidiary. An effective date must be provided for changes made to the control relationship.

Affiliate/Subsidiary Name: SunTrust Bank
Control Relationship: Affiliate (Under Common Control)

Do you want to amend the Control Affiliate?
If yes, check here:

Affiliate/Subsidiary Name:
Control Relationship:
Effective Date: (MM/DD/YYYY)

Number and Street: 303 Peachtree Street
City: Atlanta
State: Georgia
Country / Province: United States
Postal Code: 30308
Description:

ACN
Amendment

Save Cancel

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

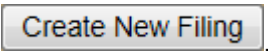
- [How to submit an ACN for Affiliates/Subsidiaries](#)
- [How to modify a pending ACN for Affiliates/Subsidiaries](#)
- [How to cancel a pending ACN for Affiliates/Subsidiaries](#)
- [Advance Change Notice Document Uploads](#)

How to submit an ACN for Affiliates/Subsidiaries

1. Log in to your company NMLS account.

2. Click .


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

4. Click .

5. Click **Affiliates/Subsidiaries** on the left Navigation Panel.
6. Click .
7. Search for the company by entering the Name, NMLS # or Federal Tax ID. Click .
8. Click the company's name.
9. Select the Control Relationship from the drop-down menu.
10. Enter the change's 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. Enter a Description.
13. Click .

Add Affiliate/Subsidiary

BaileysNewHomes (1091) MU1 filing created 5/13/2013 by BaileyW. 

Total Charges: \$0.00

Provide the information requested below for the company being identified as an affiliate/subsidiary.

Entity ID: 14799

Affiliate/Subsidiary Name: Rainy Days Mortgage, LLC.

Number and Street: 800 12th Avenue

City: Worcester

State: South Carolina

Country / Province: United States

Postal Code: 58692

Control Relationship: 9.

Effective Date: 10. (MM/DD/YYYY)

Description: 11.

12.

14. 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.



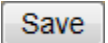
15. If all completeness checks pass, review the attestation language, attest and submit.

How to modify a pending ACN for Affiliates/Subsidiaries




1. Log in to your company NMLS account.

2. Click .

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

4. Click .
5. Click **Affiliates/Subsidiaries** on the left Navigation Panel.
6. Click the edit icon ().
7. Modify the information as applicable.
8. Click .

Add Affiliate/Subsidiary




HELP


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

Total Charges: \$0.00

Provide the information requested below for the company being identified as an affiliate/subsidiary.

Affiliate/Subsidiary Name:	<input type="text" value="Mary's Home Loans"/>
Control Relationship:	<input type="text" value="Affiliate (Under Common Control)"/>
Effective Date:	<input type="text" value="06/18/2013"/> (MM/DD/YYYY)
Number and Street:	<input type="text" value="1234 Main Street"/>
City:	<input type="text" value="Bedford Falls"/>
State:	<input type="text" value="New York"/>
Country / Province:	<input type="text" value="United States"/>
Postal Code:	<input type="text" value="12345"/>
Description:	<input type="text" value="Description"/>



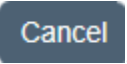
Save
Cancel


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 Affiliates/Subsidiaries

1. Log in to your company NMLS account.



2. Click .
3. Click **Company (MU1)** in the sub-menu.
4. Click .
5. Click **Affiliates/Subsidiaries** on the left Navigation Panel.
6. Click .


Unsubmitted Change Notices					
This table lists other trade names that have been created, modified, removed, amended, or cancelled on the current pending filing.					
	Name	Industry Type(s)	State(s)	Pending Change Notice Type	Effective Date
	Clarence's Homes	Mortgage	Alabama	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.

10 (3372) not thing created on 1/1/2013 by vandew...
10 (3372) not thing created on 1/1/2013 by vandew...

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 :

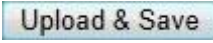
Comment :

File :

Advanced Change Notice
Business Plan
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 .