



## Company (MU1) Form - Advance Change Notice (ACN): Direct Owners/Executive Officers

Advance Change Notice (ACN) may be required for the addition, modification, or removal of a Direct Owner/Executive Officer 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 Direct Owners/Executive Officers screen that trigger an ACN.

Modify Direct Owner or Executive Officer

Provide the updated information below for the individual or company identified as a direct owner, executive officer, or control person. An effective date must be provided.

Entity ID: [REDACTED]  
Full Legal Name: [REDACTED]  
Title: Chief Executive Officer, Chairman, President

Percentage of Ownership: 0

Do you want to amend the Percentage of Ownership?  
If yes, check here:

Percentage of Ownership: [REDACTED]  
Effective Date: [REDACTED] (MM/DD/YYYY)

Individual or Company:  Company  Individual



ACN Amendment

Save Cancel

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

- [How to submit an ACN to Add Direct Owners/Executive Officers](#)
- [How to submit an ACN to Remove Direct Owners/Executive Officers](#)
- [How to modify a pending ACN for Direct Owners/Executive Officers](#)
- [How to cancel a pending ACN for Direct Owners/Executive Officers](#)
- [How to submit an ACN to Change the Ownership of a Company](#)
- [Advance Change Notice Document Upload](#)

### How to submit an ACN to Add Direct Owners/Executive Officers

1. Log in to your company NMLS account.
2. Click .
3. Click **Company (MU1)** in the sub-menu.
4. Click .
5. Click **Direct Owners/Executive Officers** 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 entity's Title, Percentage of Ownership and Stock Symbol (only if the entity is a company).
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. 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 Direct Owners/Executive Officers

1. Log in to your company NMLS account.
2. Click .
3. Click **Company (MU1)** in the sub-menu.
4. Click **Direct Owners/Executive Officers** on the left Navigation Panel.
5. Click the **Delete**  icon next to the Direct Owner/Executive officer you would like to remove.

6. Provide all requested information, including an effective date.
7. Review the State Agency Checklist applicable to the state and license being changed for instructions on documentation required as part of this change.




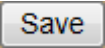
**Note:** If your state agency does not require you to report an ACN for this change, enter the date on which a change to a licensee's NMLS information is intended to be effective as the Effective Date. If your state agency does require you to report an ACN for this change, enter the appropriate future 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.

8. Click .
9. 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.

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

### How to modify a pending ACN for Direct Owners/Executive Officers

1. Log in to your company NMLS account.
2. Click .
3. Click **Company (MU1)** in the sub-menu.
4. Click .
5. Click **Direct Owners/Executive Officers** on the left Navigation Panel.
6. Click the edit icon (.
7. Modify the *Title*, *Percentage of Ownership* or *Effective Date* as applicable.
8. Click .

## Modify Direct Owner or Executive Officer

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



Total Charges: \$0.00

Provide the updated information below for the individual or company identified as a direct owner, executive officer, or control person. An effective date must be provided for changes made to the percentage of ownership.

Entity ID: 14799

Full Legal Name: Rainy Days Mortgage, LLC.

Title: Affiliate

Percentage of 100  
Ownership:

### Do you want to amend the Percentage of Ownership?

If yes, check here:

Percentage of 80  
Ownership:

Effective Date: 06/18/2013

(MM/DD/YYYY)

Stock Symbol:

SSN or EIN: 77-8569185

Individual or Company:  Company  
 Individual


Save

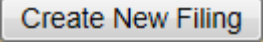

Cancel



**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 Direct Owners/Executive Officers

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


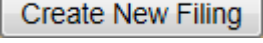
4. Click .
5. Click **Direct Owners/Executive Officers** on the left Navigation Panel.
6. Click .



Unsubmitted Change Notices						
This table lists direct owners and executive officers that have been created, modified, removed, amended, or cancelled on the current pending filing.						
	Entity ID	Name	Title	% Ownership	Pending Change Notice Type	Effective Date
	14799	Rainy Days Mortgage, LLC.	Affiliate	10		05/31/2013

**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.

### How to submit an ACN to Change the Ownership of a Company

1. Log in to your company NMLS account.
2. Click .
3. Click **Company (MU1)** in the sub-menu.
4. Click .
5. Click **Direct Owners/Executive Officers** on the left Navigation Panel.
6. Click the edit icon next to the NMLS ID # of the Current Direct Owner for amendment.

Direct Owners and Executive Officers						
This table lists direct owners and executive officers currently on record and change notices that have been submitted but are not yet effective.						
	6.					
	Entity ID	Name	Title	% Ownership	Existing Change Notice Type	Effective Date
 	39314	Smith, John	CEO	100		




7. Check the box to indicate yes to the question, **Do you want to amend the Percentage of Ownership?**

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

8. Enter the Effective Date.

9. Click. Save.

### Modify Direct Owner or Executive Officer

   [HELP](#)
**Main Street Mortgage (39292) MU1 filing created 6/17/2013 by SmithJ117.**

**Total Charges: \$0.00**

Provide the updated information below for the individual or company identified as a direct owner, executive officer, or control person. An effective date must be provided for changes made to the percentage of ownership.

Entity ID: 39314  
 Full Legal Name: Smith, John  
 Title:   
 Percentage of Ownership:

**Do you want to amend the Percentage of Ownership?**


7. If yes, check here:

8. Percentage of Ownership:

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

Individual or Company:  Company  Individual

10.

**Note:** This action will add the change to the **Unsubmitted Change Notices** list and make the “Pending Change Notice Type” **Modification**. To undo the amendment click the undo icon ().

10. Click  or .

11. 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 .



12. Click the entity's name/NMLS ID.

13. Enter the entity's Title, Percentage of Ownership and Stock Symbol (only if the entity is a company). Enter the change's Effective Date.

**Note:** The effective dates for adding a new 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.

14. Click Save.

### New Direct Owner or Executive Officer

Main Street Mortgage (39292) MU1 filing created 6/17/2013 by SmithJ117.  

Total Charges: \$0.00

Provide the information requested below for the individual or company being identified as a (i) direct owner of 10% or more; (ii) executive officer; and/or (iii) control person of the applicant (excluding indirect owners that must be identified in the Indirect Owners section of this filing).

Title examples include: President, CEO, CFO, COO, partner, trustee, sole proprietor, shareholder, etc.

An MU2 form must be completed for each individual identified in this section.


Entity ID: 1103  
Full Legal Name: Bailey, William

Title:	<input type="text" value="CEO"/>
Effective Date:	<input type="text" value="06/17/2013"/> (MM/DD/YYYY)
Percentage of Ownership:	<input type="text" value="100"/>

Individual or Company:  Company  Individual

14.

15.

**Note:** This action will add the change to the **Unsubmitted Change Notices** list and make the "Pending Change Notice Type" **Creation**. To undo the amendment click the undo icon ().

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

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

**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.


17. The change in ownership will take place in the system on the effective date entered.

### 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.

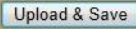

6. Click .

7. Select the "Advance Change Notice" Document Type.

10/20/2016 10:11 AM Filing created on 10/20/2016 by vanderw...

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 .