



## ACN - Legal Name

Advance Change Notice (ACN) may be required for a company Legal Name change 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 Identifying Information screen that trigger an ACN.

### Identifying Information

Total Charges: \$0.00

Entity name and EIN:  
Entity Name: SunTrust Mortgage, Inc.  
IRS Employer Identification Number: 00-1323492

Do you want to amend your legal name?  
If yes, check here:

Main address:  
Number & Street: 901 Semmes Avenue  
City: Richmond  
State: Virginia  
Country / Province: United States  
Postal Code: 23224

Do you want to amend your main address?  
If yes, check here:

Business phone, fax and email address:  
Business Phone: 804-291-0025  
Toll-Free Number (for consumers):  
Fax Line: 804-291-0278  
Email Address: test@test.com



Mailing address:  
Copy Main Address  
PO Box or Number & Street: 901 Semmes Avenue  
City: Richmond  
State: Virginia  
Country / Province: United States  
Postal Code: 23224

Any other business locations?  
Other than the main office does the entity conduct business with consumers through branch offices or other business locations?  Yes  No

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

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

### How to submit an ACN for a Company Legal Name change

1. Log in to your company NMLS account.
2. Click .
3. Click **Company (MU1)** in the sub-menu.
4. Click .
5. Click **Identifying Information** on the left Navigation Panel.
6. Check the box, answering “yes”, to **Do you want to amend your legal name?**

'. A red arrow points to the checkbox." data-bbox="114 328 879 505"/>

Identifying Information

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

Total Charges: \$0.00

Entity name and EIN:

Entity Name: BaileysNewHomes

IRS Employer Identification Number: 89-6560650

Do you want to amend your legal name?

6. If yes, check here:

7. Enter your entity's new Legal Name.
8. Enter the change's Effective Date.
9. 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 name?**

If yes, check here:

**New legal name:**

**7. New Entity Name:**   
 (sole proprietor use "Last, First, Middle")

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

10. Click .

11. 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.

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

### How to modify a pending ACN for a Company Legal Name change

1. Log in to your company NMLS account.

2. Click .

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

4. Click .

5. Click **Identifying Information** on the left Navigation Panel.

6. Modify the New Entity Name or Effective Date as needed.

7. Click .

**Do you want to amend your legal name?**

If yes, check here:

**New legal name:**



**New Entity Name:**   
 (sole proprietor use "Last, First, Middle")

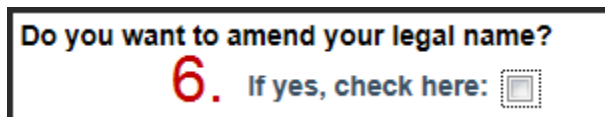
**Effective Date:**  (MM/DD/YYYY)

**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 a Company Legal Name change

1. Log in to your company NMLS account.
2. Click .
3. Click **Company (MU1)** in the sub-menu.
4. Click .
5. Click **Identifying Information** on the left Navigation Panel.
6. Uncheck the box, answering “no”, to **Do you want to amend your legal name?** This will cancel the pending change.




7. Click .

**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 **Create New Filing**.
5. Click **Document Uploads** on the left Navigation Panel.
6. Click **Add**.
7. Select the "Advance Change Notice" Document Type.

10 (597) No Filing created on 1/1/2010 by vanderv...

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 Business Plan
Comment:	Certificate of Authority/Good Standing Certificate Debt Management Agreement
File :	Document Samples Errors and Omissions Fidelity Bond Formation Document Management Chart Organizational Chart/Description Surety Bond Trust Account Authorization

**Upload & Save** **Cancel**

**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 **Upload & Save**.