



WA Check Casher Amendment Checklist (Company)

CHECKLIST SECTIONS

- [General Information](#)
- [Amendments](#)

GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, Washington requires advance notification for some changes. See the checklist below for details.

Uploading Agency-Specific Documents

If you are required to upload documents to NMLS for an Advance Change Notice (ACN), select “Advance Change Notice” for the document type in the NMLS Document Uploads section. If you are required to upload documents for an amendment that doesn’t require ACN, select the applicable document type in the NMLS Document Uploads section.

Note: Use the recommended filing naming convention found on the [Document Upload Descriptions and Examples](#).

Helpful Resources

- [Amendments & Advance Change Notice](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

Agency Contact Information

Contact Washington State DFI licensing staff by phone at [360-902-8703](tel:360-902-8703) or send your questions via email to CSLicensing@dfi.wa.gov for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

AMENDMENTS & ADVANCE CHANGE NOTICE

- [Change of Legal Name](#)
- [Change of Main Address](#)
- [Addition or Modification of Other Trade Name](#)
- [Deletion of Other Trade Name](#)
- [Change of Legal Status](#)
 - If the change in Legal Status changes the company's Tax EIN number then a new application will need to be submitted: Application **fee \$690.00 and NMLS Initial** Processing Fee \$100
- [Addition or Modification of Direct Owners/Executive Officers](#) You must email CSLicensing@dfi.wa.gov at least fifteen days prior to a change of control with a pre and post management and organizational chart showing the change(s) being made.
 - In the case of a corporation, control is defined as a change of ownership by a person or group acting in concert to acquire fifty percent of the stock, or the ability of a person or group acting in concert to elect a majority of the board directors or otherwise effect a change in policy of the corporation.
 - The director may require such information as deemed necessary to determine whether a new application is required.
 - In the case of entities other than corporations, change in control means any change in controlling persons of the organization, either active or passive.
 - Change of control investigation fees are billed to the persons or group at the rate billed for applications
- [Addition or Modification of Indirect Owners](#)
 - See Addition or Modification of Direct Owners/Executive Officers if the change of control for the Direct Ownership affects the Indirect Ownership section of the company MU1
- [Change of Disclosure Question\(s\)](#) You must email CSLicensing@dfi.wa.gov within five days of the occurrence of any of the following significant developments:
 - Your company filing for a chapter 7 or 11 bankruptcy
 - Your company receiving notification of a license revocation procedure against it in any state
 - You, or a director, officer, partner, member or controlling person of the company being convicted of a crime
 - You, or a director, officer, partner, member or controlling person of the company receiving notification of the filing of criminal charges or a criminal indictment or information, in any way related to check cashing or small loan activities

Be Aware that Washington requires 45 days notification for the following:

- Data Breach
 - Within 45 days of a data breach you must email CSLicensing@dfi.wa.gov. This notification requirement may change based on directives or recommendations from law enforcement.

Note: Information uploaded or filed in NMLS will not be viewable to the agency until the filing has been attested to and submitted through NMLS. Agency-specific requirements that should be emailed or mailed to the agency on the checklist below must be received with the appropriate checklist within five (5) business days of the electronic submission of your filing through NMLS.

Complete	WA Check Casher Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Legal Name: Submit an ACN for a Corporate Name change on the Company MU1 form through NMLS.	NMLS
<i>Note</i>	<p>Change of Legal Name Fee: \$0 per license</p> <p>Contact the following agencies to update your legal name:</p> <ul style="list-style-type: none"> • Washington Secretary of State of Washington www.secstate.wa.gov • Business Licensing Services Agency www.bls.dor.wa.gov • Department of Revenue (if applicable) www.dor.wa.gov 	N/A

Complete	WA Check Casher Change of Main Address Amendment Items	Submitted via...
<input type="checkbox"/>	Change of Main Address: Submit an ACN for a Corporate Address change on the Company MU1 form through NMLS.	NMLS
<i>Note</i>	<p>Change of Main Address Fee: \$0 per license</p> <p>Contact the following agencies to update your main address:</p> <ul style="list-style-type: none"> • Washington Secretary of State of Washington www.secstate.wa.gov • Business Licensing Services Agency www.bls.dor.wa.gov • Department of Revenue (if applicable) www.dor.wa.gov 	NA

Complete	WA Check Casher Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of Other Trade Name:</p> <p>Submit an ACN for an addition of or change to an Other Trade Name through the Company form (MU1) in NMLS.</p>	NMLS
<i>Note</i>	<p>Contact the following agencies to update your trade name:</p> <ul style="list-style-type: none"> • Washington Secretary of State of Washington www.secstate.wa.gov • Business Licensing Services Agency www.bls.dor.wa.gov • Department of Revenue (if applicable) www.dor.wa.gov 	N/A

Complete	WA Check Casher Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	Deletion of Other Trade Name: Submit an ACN for a Trade Name Change on the Company MU1 form through NMLS. If deleting an Other Trade Name, this name must be removed from the <i>Other Trade Names</i> section of the Company Form (MU1).	NMLS
<i>Note</i>	Contact the following agencies to remove the trade name: <ul style="list-style-type: none"> • Washington Secretary of State of Washington www.secstate.wa.gov • Business Licensing Services Agency www.bls.dor.wa.gov • Department of Revenue (if applicable) www.dor.wa.gov 	N/A

Complete	WA Check Casher Change of Legal Status Amendment Items	Submitted via...
Note: In many cases, a change to the Fiscal Year End, Legal Status, and State or Date of Formation indicates a new entity has been formed and a new NMLS record is required. This includes the creation of a new NMLS account and submission of a new Company Form (MU1).		
<input type="checkbox"/>	Change of Legal Status: If the company's change in legal status entails a change in Tax Identification Number then STOP and contact Licensing at 360-902-8703 or email CSLicensing@dfi.wa.gov for your next steps. For change to Fiscal Year End, State or Date of Formation submit an ACN for a change in Legal Status within the Company Form (MU1) in NMLS.	NMLS
<i>Note</i>	Contact the following agencies to update your legal status: <ul style="list-style-type: none"> • Washington Secretary of State of Washington www.secstate.wa.gov • Business Licensing Services Agency www.bls.dor.wa.gov • Department of Revenue (if applicable) www.dor.wa.gov 	N/A
Complete	WA Check Casher Addition or Modification of Direct Owners/Executive Officers Amendment Items	Submitted via...
<input type="checkbox"/>	Addition or Modification of Direct Owners/Executive Officers: If the change of Direct Ownership is 50% or more this change may require a new application to be filed. STOP and contact Licensing at 360-902-8703 or email CSLicensing@dfi.wa.gov for your next steps. If the Direct Ownership is less than 50% or if an Executive Officer is being added or removed submit an amendment for an addition or change in Direct Owners/Executive Officers within the Company Form (MU1) in NMLS. 15 days advance notice must be provided for this change.	NMLS

Complete	WA Check Casher Change of Legal Status Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Credit Report for Control Persons: Individuals in a position of control are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS.</p> <p>Credit Report Fee: \$15 per control person.</p>	NMLS (Filing submission)

Complete	WA Check Casher Addition or Modification of Indirect Owners Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of Indirect Owners: Submit an ACN for an addition or change in Indirect Owners within the Company Form (MU1) in NMLS. 15 days advance notice must be provided for this change.</p>	NMLS

Complete	WA Check Casher Addition or Modification of Qualifying Individual Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Addition or Modification of Qualifying Individual: Submit an amendment for an addition or change in Qualifying Individuals within the Company Form (MU1) in NMLS.</p>	NMLS
<input type="checkbox"/>	<p>Credit Report for Control Persons: Individuals in a position of control are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS.</p> <p>Credit Report Fee: \$15 per control person.</p>	NMLS (Filing submission)

Complete	WA Check Casher Change of Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Change of Disclosure Question(s): You must notify the Department within five days of the occurrence of any of the following significant developments:</p> <ul style="list-style-type: none"> Your company files for a chapter 7 or 11 bankruptcy Your company receives notification of a license revocation procedure against it in any state You, or a director, officer, partner, member or controlling person of the company being convicted of a crime You, or a director, officer, partner, member or controlling person of the company receive notification of the filing of criminal charges or a criminal indictment or information, in any way related to check cashing or small loan activities 	NMLS

Complete	WA Check Casher Change of Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	<p>Changing a Disclosure Question Response from No to Yes: Provide a complete and detailed Disclosure Explanation and upload relevant documents under Supporting File for each response that changes from “No” to “Yes” for the company or each control person.</p> <p>See the Company Disclosure Explanations Quick Guide for instructions.</p>	<p>Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).</p>
<input type="checkbox"/>	<p>Changing a Response from Yes to No: When changing a Disclosure Question response from Yes to No, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason.</p> <p>You may select “Add Explanation For “No” Responses” and provide an explanation for each response that changes from “Yes” to “No” for company or each control person. You may also upload a document (PDF) related to the explanation.</p> <p>See the Company Disclosure Explanations Quick Guide for instructions.</p>	<p>NMLS</p>