



# WA Check Casher with Small Loan Endorsement New Application Checklist (Branch)

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## CHECKLIST SECTIONS

- [General Information](#)
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## GENERAL INFORMATION

**Who is required to have this license? A company needs this license if it will be conducting the business activities listed below at another location other than the one that is currently licensed in Washington:**

No licensee may engage in the business of making small loans without first obtaining a small loan endorsement to its license from the director in accordance with this chapter. An endorsement will be required for each location where a licensee engages in the business of making small loans, but a small loan endorsement may authorize a licensee to make small loans at a location different than the licensed locations where it cashes or sells checks. A licensee may have more than one endorsement.

[See RCW 31-45-073](#)

**Does each location where a licensee makes small loans have to have a small loan endorsement?**

The law requires a small loan endorsement for each location where a licensee makes small loans. These locations include, in addition to traditional staffed locations, unstaffed locations at which electronic or telephonic terminals such as facsimile machines, telephones, computer terminals or similar devices are available to the public to provide access to small loans, whether or not the locations are located within the premises of an exempt entity

[See WAC 208-630-160](#)

### Activities Authorized Under This License

This license authorizes the following activities...

- Check Cashing
- Payday Lending – online
- Payday Lending - storefront

### Pre-Requisites for License Applications

- Credit report for Branch Manager
- Surety Bond in the amount of \$10,000 for the first location. The bond must increase by \$1,000 for each additional branch. In lieu of the bond applicant may deposit other acceptable instruments. Please refer to [WAC 208-630-260](#) for these alternatives.

**WA DFI does not issue paper licenses for this license type. You will receive a copy of the license via email.**

## Document Uploads

Documents that must be uploaded to the *Document Uploads* section of the Branch Form (MU3) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in [Document Upload Descriptions and Examples](#).
- Only upload documents relevant to the branch application.
- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded, you will be contacted by your regulator and asked to remove them from NMLS.
- Do not upload the same company documents multiple times. Unless the document is state-specific or the document has already been uploaded for another state a new upload is not required unless changes have been made.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents be sure to indicate the applicable state.

## Helpful Resources

- [Branch Form \(MU3\) Filing Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

## Agency Contact Information

Contact WA State DFI Consumer Service licensing staff by phone at [360-902-8703](tel:360-902-8703) or send your questions via email to [CSLicensing@dfi.wa.gov](mailto: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.

**LICENSE FEES** - Fees collected through NMLS are not REFUNDABLE or TRANSFERABLE.

Complete	WA Check Cashier with Small Loan Endorsement	Submitted via...
<input type="checkbox"/>	<p><b>WA Application Fee:</b> \$517.50  <a href="#">WAC 208-630-290</a>  <b>NMLS Initial Processing Fee:</b> \$20</p>	NMLS (Filing submission)
<input type="checkbox"/>	<b>Credit Report for Branch Manager:</b> \$15 per branch manager person	NMLS (Filing submission)

**REQUIREMENTS COMPLETED IN NMLS**

Complete	WA Check Cashier with Small Loan Endorsement	Submitted via...
<input type="checkbox"/>	<b>Submission of Branch Form (MU3):</b> Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.	NMLS
<input type="checkbox"/>	<b>Other Trade Name:</b> If operating under a name that is different from the applicant’s legal name, that name (“Trade Name”, “Assumed Name” or “DBA”) must be listed under the <i>Other Trade Names</i> section of the Company Form (MU1). Washington DFI does not limit the number of other trade names.	NMLS
<input type="checkbox"/>	<b>Branch Manager:</b> A Branch Manager must be designated for each licensed location. A Branch Manager is defined as an individual whose principal office is physically located in, who is in charge of, and who is responsible for the business operations of a branch office.	NMLS
<input type="checkbox"/>	<b>Branch Manager (MU2) Attestation:</b> Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable branch manager before it is able to be submitted along with the Branch Form (MU3).	NMLS
<input type="checkbox"/>	<b>Branch Manager Disclosure Questions:</b> If the Branch Manager has any “yes” answers to the disclosure questions on the MU2 Form, he/she must type an explanation in NMLS and upload any supporting documents (In PDF format).	NMLS
<input type="checkbox"/>	<b>Credit Report:</b> 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. This authorization is made when the Individual Form (MU2) is submitted as part of the Company Form (MU1). <a href="#">Click here for instructions</a>	NMLS

<input type="checkbox"/>	<b>Books and Records:</b> Ensure you add Washington to the Jurisdiction Section for Books & Records on the MU1.	<b>NMLS</b>
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<b>REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS</b>		
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Complete	WA Check Casher with Small Loan Endorsement	Submitted via...
<input type="checkbox"/>	<p><b>Surety Bond:</b> Increase the company surety bond by \$1,000 for every branch location you are applying for. This update is done by Submitting an Electronic Surety Bond Rider via NMLS furnished &amp; submitted by a surety company authorized to conduct business in Washington. See the <a href="#">ESB Adoption Table</a> and the <a href="#">ESB for NMLS Licensees page</a> of the NMLS Recourse Center for more information. In lieu of the bond applicant may deposit other acceptable instruments. Please refer to WAC 208-630-26 for these alternatives.</p> <p>Surety bond must be calculated at \$10,000 for the first location. The bond must increase by \$1,000 for each additional branch added.</p>	Submit Electronically through NMLS