



## Company Amendments Agency Requirements



### IDAHO EXEMPT ENTITY REGISTRATION

#### Instructions

**When making changes to your record in NMLS Idaho requires advance notification for some changes, see checklist below for details**

#### Fees

1. Idaho does NOT collect amendment fees any changes made through NMLS filings.

#### How to submit Agency specific documents

1. If you are required to upload document(s) on NMLS for an Advance Change Notice:
  - a. In the NMLS document upload section; you must select Advance Change Notice for document type.
  - b. Documents required to be uploaded through Advance Change Notice are considered proposed documents. You will be required to remove proposed documents and upload final documents in the NMLS document upload section under the appropriate document type on the effective date. If there isn't a document type available for a specific Advance Change Notice event you must mail document(s) directly to the Idaho Department of Finance.
2. If you are required to upload documents for an amendment that doesn't require Advance Change Notice:
  - a. In the NMLS document upload section, select the applicable document type.
3. If you are required to provide document(s) outside of NMLS:
  - a. You must mail the document(s) along with the checklist within 5 business days to the following address:

For U.S. Postal Service:

*Idaho Department of Finance  
Consumer Finance Bureau  
PO Box 83720  
Boise, ID 83720-0031*

For Overnight Delivery:

*Idaho Department of Finance  
Consumer Finance Bureau  
11341 W. Chinden Blvd. Ste. A300  
Boise, ID 83714*

NMLS Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	REQUIRED ADVANCE CHANGE NOTICE ITEM
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>CHANGE OF LEGAL NAME.</b> Submit an ACN for a Change of Legal Name through the Company (MU1) form through NMLS. <b>30 Days'</b> notice must be given for this change.</p> <p><b>DOCUMENT REQUIRED FOR CHANGE OF LEGAL NAME:</b> Upload copies of the following documents:</p> <ul style="list-style-type: none"> <li>• Company documents authorizing legal name change such as corporate minutes, board resolutions, amendment to organizational documents, etc.</li> <li>• File-stamped copy of legal name change document with domicile state.</li> <li>• File-stamped copy of the legal name change document with the Idaho Secretary of State.</li> </ul> <p>Note: Updates to previously uploaded documents and MU2 employment histories will be required upon the effective date of the name change.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAMES.</b> Submit an amendment for an Addition, Change or Deletion of an Other Trade Name(s) through the Company (MU1) form through NMLS. Additions and modifications must be approved in Idaho prior to using in any advertising, documents, etc, and <b>30 Days'</b> notice must be given for this change.</p> <p><b>DOCUMENT REQUIRED FOR ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAME(S):</b> Upload in NMLS under the Trade Name/Assumed Name Registration Certificates document upload category: File-stamped copy of the Certificate of Filing ABN, amendment or deletion form with the Idaho Secretary of State.</p> <p>Note: When a trade name is deleted, remove the corresponding Certificate of Assumed Business Name/Certificate of Filing ABN from the document upload section.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>CHANGE OF MAIN ADDRESS.</b> Submit an ACN for a Change of Main (Corporate) Address through the Company (MU1) form through NMLS. <b>30 Days'</b> notice must be given for this change. To be considered an address change and not a new office requiring a new license, the entire operation, functions and personnel of the existing location must be relocating to the new location. The distance of the move must be a reasonable commute to the existing licensed location. Changes to the MU1 are to be filed effective the date of the address change and should include any changes to mailing addresses, phone numbers, fax numbers, email, etc.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>CHANGE OF LEGAL STATUS.</b> Submit an ACN for a change of Legal Status within the Company (MU1) Form through NMLS. <b>30 Days'</b> notice <i>with all relevant documents</i> must be given for this change.</p>

			<p>This filing <i>may</i> result in the requirement to obtain a new entitlement in NMLS and/or file a new application for new licensure.</p> <p><b>DOCUMENT REQUIRED FOR ACN OF CHANGE OF LEGAL STATUS:</b> Upload copies of the following documents:</p> <p>Detailed description of change(s) with all supporting documents as applicable such as verification of any new EIN/TIN, proposed or amended formation documents, contracts, resolutions, organization charts, and any other legal document effecting a change to the licensee.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>MU2 LEGAL NAME/STATUS DOCUMENTATION:</b> Upload legal documentation of legal name or legal status change. This may be certified copies of divorce decree, marriage certificate, other court-issued order, government-issued status documentation.</p> <p>This document should be named [Document Name] (e.g., Marriage Certificate, Divorce Decree, etc.).</p> <p>In most cases, a Driver's License or Social Security Card will not be acceptable.</p> <p>Upload in NMLS: under the Document Type Legal Name/Status Documentation in the Document Uploads section of the Individual Form (MU2) and/or (MU4).</p>
<b>FILED IN NMLS</b>	<b>ATTACHED</b>	<b>NOT APPLICABLE</b>	<b>REQUIRED AMENDMENT ITEM</b>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceedings, and all supporting documents, for any "Yes" answer to any of the Disclosure questions for company or any new Control Person or any new Branch Manager. You must provide a SEPARATE explanation and upload supporting documents for EACH event that results in a "yes" response to a disclosure question.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>ADDITION OR MODIFICATION OF DIRECT OWNERS/EXECUTIVE OFFICERS.</b> Submit additions or changes in Direct Owners/Executive Officers within the Company (MU1) Form through NMLS within 30 days of the event occurrence.</p> <p>Note: Control Persons must also be reported on the Individual (MU2) Form.</p>

**WHO TO CONTACT** – Contact Consumer Finance licensing staff by phone at (208) 332-8002 or send your questions via email to [mortgage@finance.idaho.gov](mailto:mortgage@finance.idaho.gov) for additional assistance.

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