



# Amendments Idaho-Specific Requirements



## IDAHO MONEY TRANSMITTER LICENSE

### Instructions

#### Fees:

The Idaho Department of Finance does not charge fees in connection with amendments made to new or existing NMLS filings. However, various fees are charged within the NMLS system. These fees accrue to NMLS to support and aid in the further development and utility of the system.

#### Pre-Notification:

**When making changes to your record in NMLS, Idaho requires advance notification for some changes, while most changes can be made contemporaneously in your NMLS record.**

#### 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 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  
 Securities Bureau  
 PO Box 83720  
 Boise, ID 83720-0031

*For Overnight Delivery:*  
 Idaho Department of Finance  
 Securities Bureau  
 800 Park Blvd., Suite 200  
 Boise, ID 83712

NMLS Unique ID Number: \_\_\_\_\_  
 Applicant Legal Name: \_\_\_\_\_

## CHANGES IN CONTROL OF A LICENSEE THAT REQUIRE ADVANCE CHANGE NOTICE ITEM

Licensees other than publicly traded corporations, or direct or indirect subsidiaries of publicly traded corporations, must notify the director in writing thirty (30) days prior to a change of control.

***Firms that are seeking pre-approval for a change in control should submit that information in advance of the control change utilizing an ACN for change in Legal Status, as well as an ACN for Direct Owners & Executive Officers. Once you have received appropriate regulatory approvals from other state regulators, you should submit amendments to your NMLS records as needed to reflect these changes.***

The submission via NMLS upload of the following documents is required for a change in control:

- [Anticipated organizational chart](#)
- [Detailed written description of the anticipated change in control](#)
- [Pro-forma financial statements if needed.](#)

The following amendments can be made through NMLS without prior notification or pre-approval.

FILED IN NMLS	ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	N/A	<b>SURETY BOND RIDER. (For change of name, address or coverage amount only)</b> - Submit the Surety Bond Rider that reflects the change of address or change of name, whichever is applicable.
<input type="checkbox"/>	<input type="checkbox"/>	N/A	<p><b>Extraordinary Reporting Requirements (I.C. § 26-2912). <i>To the extent that the licensee does not immediately amend or is not required to amend its NMLS records:</i></b></p> <p>Within fifteen (15) days of the occurrence of any one (1) of the events listed below, a licensee shall file a written report with the director describing such event:</p> <p>(1) The filing for bankruptcy or reorganization by the licensee;</p> <p>(2) The institution of revocation or suspension proceedings against the licensee by any state or government authority with regard to the licensee's money transmission activities;</p> <p>(3) Any felony indictment, complaint or information of the licensee or any of its key officers or directors; or</p> <p>(4) Any felony conviction of the licensee or any of its key officers or directors.</p>
<input type="checkbox"/>	N/A	N/A	<b>NMLS Reporting of Business Locations And Authorized Agents:</b> Changes to Authorized Agent\Business Location Information must be submitted via the Uniform Authorized Agent Reporting Program (UAAR) available through the NMLS. This upload must be updated on a quarterly basis

*For help amending your company record or individual record in NMLS reference the [Amendment Quick Guide](#) found on the NMLS Resource Center. You will be prompted to pay for any system fees that may be imposed by the NMLS in the future - The Idaho Department of Finance DOES NOT charge amendment fees.*

*Any change in Control Persons must also be reported on Form MU2.*

**WHO TO CONTACT** – Contact Securities Department licensing staff by phone at 208-332-8004 or send your questions via e-mail to [norman.real@finance.idaho.gov](mailto:norman.real@finance.idaho.gov) for additional assistance.

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