



Branch Transition Checklist Agency Requirements



IDAHO PAYDAY LENDER LICENSE (BRANCH)

This document includes instructions for a branch transition request. If you need to complete a transition for a company headquarters refer to the appropriate company transition checklist.

Note: The company form (corporate location) must request a transition prior to the submission of a branch form.

Total License costs: \$107.95 including the NMLS processing fee. Fees collected through the NMLS ARE NOT REFUNDABLE.

License transitions not completed prior to May 1 in any given year risk license expiration on May 31 in the “paper” world and the requirement to renew **outside** NMLS prior to May 31 in order to avoid an interruption to business activities. License authority to December 31 is not granted until the transition is fully approved. The transition to NMLS for this license is *optional*.

Use the checklist below to complete the requirements for Idaho Department of Finance.

The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that must be sent outside NMLS.

For help with the NMLS application, see the [Quick Guide for submitting a complete Branch Form](#) through NMLS

For help with document uploads, see the Document Upload Descriptions and [Quick Guide for document upload in NMLS](#)

Agency specific requirements marked **attached** on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

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 **Branch** Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	IDAHO PAYDAY LENDER LICENSE (BRANCH)
<input type="checkbox"/>	N/A	N/A	<p>BRANCH MANAGER: A branch manager must be designated for each licensed location. Branch manager is defined as an individual whose principal office is physically located in, who oversees, and/or who is responsible for the business operations of a branch office. Upload a copy of any agreement between the licensee and branch manager which designates the branch manager’s duties, functions, and oversight as the branch manager. This individual must be listed as the Branch Manager on the NMLS Branch Form, and his/her business address should match the branch address.</p> <p>The branch manager must complete a Form MU2 and must have an MU2 association with the company.</p>
<input type="checkbox"/>	N/A	N/A	<p>VERIFICATION OF EXPERIENCE FOR BRANCH MANAGER: Provide a license specific verification of experience with detailed job descriptions and/or duties performed evidencing experience in the industry the company is applying for or amending a license. Detailed job descriptions and duties with all employers need to be incorporated into a verification of experience to demonstrate experience related to the specific state license being applied for. Idaho specific requirements include:</p> <ul style="list-style-type: none"> • Provide a detailed Verification of Experience for the Qualifying Individual (MU1) or Branch Manager (MU3) to the Verification of Experience category of the Individual Form MU2 Document Uploads section for the named Qualifying Individual/Branch Manager. The Verification of Experience must demonstrate education (e.g. describe course topics, content and number of credit hours) and/or relevant employment experience specific to the business activities to be conducted under the Idaho Credit Code. If minimal experience is listed, include the company’s training and oversight plan for this individual. <p>This document should be named <i>Verification of Experience – Idaho Consumer Lender/Payday Lender</i>.</p> <p>Upload in NMLS: under the Document Type <u>Verification of Experience</u> in the <i>Document Uploads</i> section of the Individual Form (MU2).</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>DISCLOSURE QUESTIONS: Provide a short explanation for any “Yes” response in the appropriate section in NMLS. Upload a copy of any applicable orders or supporting documents and any detailed explanations. If the explanations refer to any actions taken or attempted, challenges made or any other type of reference, all documents verifying the claim must be uploaded.</p> <p>A separate upload is required for each event and each “yes” response.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>BRANCH LEASE AGREEMENT: Upload a copy of any leases, subleases, and any related documents for the branch location in compliance with</p>

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			applicable state and federal law. This includes information previously submitted in paper format to the Department.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	OTHER TRADE NAMES: If applicant will be operating under a name other than its legal name, such as a “dba” or “trade” name, it must be included on the Company Form MU1. Upload a file-stamped copy of the Certificate of Filing ABN from the Idaho Secretary of State to the Trade Name/Assumed Name Registration Certificates document upload category. Only trade names associated with this branch in this state should be identified on the Branch Application form.

Idaho will review the filing and all required documents and communicate with you through NMLS. To review your status or see detailed communication from the regulator, click on the Composite View tab and then click on View License/Registration in NMLS. See ([License Status Quick Guide](#)) for instruction.

WHO TO CONTACT – Contact Consumer Finance licensing staff by phone at (208) 332-8002 or send your questions via e-mail to icc.mail@finance.idaho.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 THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.