



## Company Transition Checklist

Agency Requirements



### IDAHO REGULATED LENDER LICENSE

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

Total License costs: \$187.95 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.

**Use the checklist below to complete the requirements for the 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 Company Form](#) filing 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 **Company** Unique ID Number: \_\_\_\_\_

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

FILED IN NMLS	ATTACHED	NOT APPLICABLE	IDAHO REGULATED LENDER LICENSE
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>OTHER TRADE NAME:</b> All DBA's used by the company at any location should be listed under Other Trade Names on the NMLS Company Form. The Idaho Department of Finance does not limit the number of dba's. If the applicant will be operating under a name other than its legal name, at any location, such as a "dba" or "fictitious" name, upload a file-stamped copy of the Certificate of Filing ABN from the Idaho Secretary of State under the Trade Name/Assumed Name Registration Certificates document upload category.</p>
<input type="checkbox"/>	N/A	N/A	<p><b>RESIDENT/REGISTERED AGENT:</b> The Resident/Registered Agent section of the NMLS Company Form should be completed with the information currently on record with the Idaho Department of Finance and Idaho Secretary of State.</p>
<input type="checkbox"/>	N/A	N/A	<p><b>BANK ACCOUNT:</b> Bank account information must be completed with company's Operating and/or Trust Primary accounts.</p>
<input type="checkbox"/>	<input type="checkbox"/>	N/A	<p><b>QUALIFYING INDIVIDUAL:</b> A Qualifying Individual (QI) is required to be appointed for all locations where the licensee conducts business with consumers. This individual must be listed as the "Qualifying Individual" on the NMLS Company Form, and his/her business address must match the address listed as the "Main Address" on the Company Form and must have an MU2 association with the company.</p>
<input type="checkbox"/>	N/A	N/A	<p><b>VERIFICATION OF EXPERIENCE FOR QI/BRANCH MANAGER:</b> Provide a license specific resume 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 resume to demonstrate experience related to the specific state license being applied for. Idaho specific requirements include:</p> <ul style="list-style-type: none"> <li>• Upload 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.</li> </ul> <p>This document should be named <i>Verification of Experience – Idaho</i></p>

FILED IN NMLS	ATTACHED	NOT APPLICABLE	IDAHO REGULATED LENDER LICENSE
			<p><i>Consumer Lender/Payday Lender.</i></p> <p><b>Upload in NMLS:</b> 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><b>DISCLOSURE QUESTIONS:</b> Provide an explanation for any “Yes” response. Upload a copy of any applicable orders, detailed letters of explanation, and/or other supporting documents in NMLS. If the explanation refers to any specific action taken, offered, or challenged, the “proof” documents must be uploaded to validate the representation. A separate entry is required for <u>each</u> event that requires a “yes” response.</p>
<input type="checkbox"/>	N/A	N/A	<p><b>BUSINESS PLAN:</b> Upload a business plan outlining marketing strategy, products, target markets and operating structure the applicant intends to employ or does employ in Idaho. This includes information previously submitted in paper format to the Department.</p>
<input type="checkbox"/>	N/A	N/A	<p><b>CERTIFICATE OF AUTHORITY/GOOD STANDING CERTIFICATE:</b> Upload a state-issued document by the Idaho Secretary of State demonstrating that the corporation or limited liability company (LLC) exists and is authorized to do business in the state. This includes information previously submitted in paper format to the Department.</p>
<input type="checkbox"/>	N/A	N/A	<p><b>DOCUMENT SAMPLES:</b> Upload copies of documents used in the regular course of business in connection with all business activities conducted or to be conducted in Idaho. Include all documents that a consumer is expected to read, acknowledge, and/or sign. This includes information previously submitted in paper format to the Department and any new forms since last review.</p>
<input type="checkbox"/>	N/A	N/A	<p><b>FORMATION DOCUMENT:</b> Upload a certified copy of:</p> <ul style="list-style-type: none"> <li>• The Corporate Charter or Articles of Incorporation (if a corporation), or</li> <li>• The Articles of Organization and Operating Agreement (if a Limited Liability Company), or</li> <li>• The Partnership Agreement (if a partnership of any form).</li> </ul> <p>This includes information previously submitted in paper format to the Department.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>ORGANIZATIONAL CHART/DESCRIPTION:</b> Upload an organizational chart showing the ownership hierarchy if applicant is owned by another entity or entities or person, or has subsidiaries or affiliated entities.</p>

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](mailto: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.