



# MT Consumer Loan Company License Amendment Checklist

---

## CHECKLIST SECTIONS

- [General Information](#)
- [Amendments](#)

## GENERAL INFORMATION

### Instructions

Montana does not require Advance Change Notices in NMLS. The Licensee should notify the Division in advance through NMLS of any changes to the main address.

### Fees

Montana does not collect fees for amendments.

**Note: If a change is made through NMLS, there is no need to submit the checklist to the Division.**

### Uploading Agency-Specific Documents

If you are required to upload documents for an amendment, select the applicable document type in the NMLS Document Uploads section.

**Note:** Use the recommended filing naming convention found on the [Document Upload Descriptions and Examples](#).

### Helpful Resources

- [Amendments & Advance Change Notice](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

### Agency Contact Information

Contact Montana Division of Banking and Financial Institutions licensing staff by phone at (406) 841-2920 or send your questions via email to [mortgagelicensing@mt.gov](mailto:mortgagelicensing@mt.gov) for additional assistance.

#### *For U.S. Postal Service:*

*Division of Banking and Financial Institutions  
Mortgage Licensing  
P.O. Box 200546  
Helena, MT 59620-0546*

#### *For Overnight Delivery:*

*Division of Banking and Financial Institutions  
Mortgage Licensing  
301 S. Park Ave, Suite 316  
Helena, MT 59601*

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.

## AMENDMENTS

- [Change of Legal Name](#)
- [Change of Main Address](#)
- [Addition or Modification of Other Trade Name](#)
- [Deletion of Other Trade Name](#)
- [Change of Legal Status](#)
- [Addition or Modification of Affiliates/Subsidiaries](#)
- [Addition or Modification of Direct/Indirect Owners](#)
- [Change of Disclosure Question\(s\)](#)
- [Change of Registered Agent Amendment Items](#)
- [Change of Document Uploads](#)
- [Written Report of Business Event](#)
- [Written Report of Legal Event](#)

**Note:** Information uploaded or filed in NMLS will not be viewable to the agency until the filing has been attested to and submitted through NMLS. Agency-specific requirements that should be emailed or mailed to the agency on the checklist below must be received with the appropriate checklist within five (5) business days of the electronic submission of your filing through NMLS.

Complete	MT Consumer Loan Company Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change of Legal Name:</b> Submit an amendment for a change of Legal Name through the Company Form (MU1) in NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Formation Documents:</b> Formation Documents must be submitted related to this change type.</p> <p>Determine classification of applicant’s legal status and submit a State certified copy of the requested applicable documentation detailed below including the original formation documents and all subsequent amendments thereto, including a list of any name changes.</p> <p><b>Unincorporated Association:</b></p> <ul style="list-style-type: none"> <li>• By-Laws or constitution (including all amendments).</li> </ul> <p><b>General Partnership:</b></p> <ul style="list-style-type: none"> <li>• Partnership Agreement (including all amendments).</li> </ul> <p><b>Limited Liability Partnership:</b></p> <ul style="list-style-type: none"> <li>• Certificate of Limited Liability Partnership; and</li> <li>• Partnership Agreement (including all amendments).</li> </ul> <p><b>Limited Partnership:</b></p> <ul style="list-style-type: none"> <li>• Certificate of Limited Partnership; and</li> <li>• Partnership Agreement (including all amendments).</li> </ul> <p><b>Limited Liability Limited Partnership:</b></p> <ul style="list-style-type: none"> <li>• Certificate of Limited Liability Limited Partnership; and</li> <li>• Partnership Agreement (including all amendments).</li> </ul> <p><b>Limited Liability Company (“LLC”):</b></p> <ul style="list-style-type: none"> <li>• Articles of Organization (including all amendments);</li> <li>• Operating Agreement (including all amendments);</li> <li>• IRS Form 2553 or IRS Form 8832 if S-corp treatment elected; and</li> <li>• LLC resolution if authority not in operating agreement.</li> </ul> <p><b>Corporation:</b></p> <ul style="list-style-type: none"> <li>• Articles of Incorporation (including all amendments);</li> <li>• By-laws (including all amendments), if applicable;</li> <li>• Shareholder Agreement (including all amendments), if applicable;</li> <li>• IRS Form 2553 if S-corp treatment elected; and</li> <li>• Corporate resolution if authority to complete application not in By-Laws or Shareholder Agreement, as amended, as applicable.</li> </ul>	<b>Upload in NMLS:</b> under the Document Type <u>Formation Document</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

Complete	MT Consumer Loan Company Change of Main Address Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change of Main Address:</b> Submit an amendment for a change of Main (Corporate) Address through the Company Form (MU1) in NMLS.	NMLS

Complete	MT Consumer Loan Company Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Other Trade Name:</b> Submit an amendment for an addition of or change to an Other Trade Name through the Company Form (MU1) in NMLS.	NMLS
<input type="checkbox"/>	<b>Trade Name/Assumed Name Registration Certificates:</b> Trade Name/Assumed Name Registration Certificates from the Secretary of State must be submitted related to this change type.	<b>Upload in NMLS:</b> under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

Complete	MT Consumer Loan Company Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Deletion of Other Trade Name:</b> Submit an amendment for deletion of an Other Trade Name through the Company Form (MU1) in NMLS.  If deleting an Other Trade Name, this name must be removed from the <i>Other Trade Names</i> section of the Company Form (MU1).	NMLS

Complete	MT Consumer Loan Company Change of Legal Status Amendment Items	Submitted via...
<b>Note:</b> In many cases, a change to the Fiscal Year End, Legal Status, and State or Date of Formation indicates a new entity has been formed and a new NMLS record is required. This includes the creation of a new NMLS account and submission of a new Company Form (MU1).		
<input type="checkbox"/>	<b>Change of Legal Status:</b> Submit an amendment for a change in Legal Status within the Company Form (MU1) in NMLS. If the change in Legal Status includes a change in formation documents, please complete the formation documents section above.	NMLS

Complete	MT Consumer Loan Company Addition or Modification of Affiliates/Subsidiaries Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Affiliates/Subsidiaries:</b> Submit an amendment for an addition or change in Affiliates/Subsidiaries within the Company Form (MU1) in NMLS.	NMLS

Complete	MT Consumer Loan Company Addition or Modification of Direct/Indirect Owners Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Direct/Indirect Owners/Executive Officers:</b> Submit an amendment for an addition or change in Direct/Indirect Owners/Executive Officers within the Company Form (MU1) in NMLS.	NMLS
<input type="checkbox"/>	<b>Management Chart:</b> If necessary, upload an updated organizational chart showing the applicant's divisions, officers, and managers.	NMLS

Complete	MT Consumer Loan Company Change of Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change of Disclosure Question(s):</b> Submit an amendment for a change to Disclosure Question response(s) through the Company Form (MU1) in NMLS.	NMLS
<input type="checkbox"/>	<b>Changing a Response from No to Yes:</b> Provide a complete and detailed explanation and document upload for each response that changes from "No" to "Yes" for company and each control person. See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.	<b>Upload in NMLS</b> in the <a href="#">Disclosure Explanations</a> section of the Company Form (MU1) or Individual Form (MU2).
<input type="checkbox"/>	<b>Changing a Response from Yes to No:</b> When changing a Disclosure Question response from Yes to No, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason. You must select "Add Explanation For "No" Responses" and provide an explanation for each response that changes from "Yes" to "No" for company or each control person. You may also upload a document (PDF) related to the explanation. See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.	NMLS

Complete	MT Consumer Loan Company Change of Registered Agent Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Change of Registered Agent:</b> Submit an amendment for a change to the Registered Agent through the Company Form (MU1) in NMLS.</p>	NMLS

Complete	MT Consumer Loan Company Change of Document Uploads	Submitted via...
<input type="checkbox"/>	<p><b>Changing a Business Plan:</b> Upload a copy of the amended Business Plan. This document should be named <i>[Company Legal Name] Business Plan</i>.</p> <p><b>Note:</b> If the existing uploaded business plan already includes the above information, an additional document does not need to be uploaded. A company should only upload a single business plan. If state-specific material is required, this information should be added to the existing uploaded business plan.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Business Plan</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Changing a Management Chart:</b> Upload a copy of the amended Management Chart. This document should be named <i>[Company Legal Name] Management Chart</i>.</p> <p><b>Note:</b> If the existing uploaded management chart already includes the above information, an additional document does not need to be uploaded. A company should only upload a single management chart.</p>	<p><b>Upload in NMLS:</b> under <u>Management Chart</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Changing an Organizational Chart:</b> Upload a copy of the amended Organizational Chart. This document should be named <i>[Company Legal Name] Organizational Chart – Description</i>.</p> <p><b>Note:</b> If the existing uploaded Organizational Chart/Description already includes the above information, an additional document does not need to be uploaded. A company should only upload a single management chart.</p>	<p><b>Upload in NMLS:</b> under <u>Organizational Chart/Description</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

Complete	MT Consumer Loan Company Written Report of Business Event	Submitted via...
<input type="checkbox"/>	<p><b>Written Report of Business Event:</b> A licensee must report the following events within one (1) business day of their occurrence:</p> <ul style="list-style-type: none"> <li>A) the filing of a petition by or against the licensee under the United States Bankruptcy Code, 11 U.S.C. 101, et seq., for bankruptcy or reorganization;</li> <li>B) the filing of a petition by or against the licensee for receivership, the commencement of any other judicial or administrative proceeding for</li> </ul>	<p><b>Mail to MT Division of Banking and Financial Institutions</b></p>

	<p>the licensee's dissolution or reorganization, or the making of a general assignment for the benefit of the licensee's creditors;</p> <p>C) the licensee's decision to cease doing business for any reason;</p> <p>D) the commencement of a proceeding to revoke or suspend the licensee's license in a state in which the licensee engages in business or is licensed;</p>	
--	---	--

Complete	<b>MT Consumer Loan Company</b> <b>Written Report of Legal Event</b>	Submitted via...
	<p><b>Written Report of Legal Event:</b> A licensee must report the following events within fifteen (15) business days of their occurrence:</p> <p>A) fraud, theft, or conversion by a borrower against the licensee;</p> <p>B) fraud, theft, or conversion by a licensee;</p> <p>C) fraud, theft, or conversion by an employee or independent contractor of a licensee;</p> <p>D) violation of a provision of <a href="#">32-9-124</a>;</p> <p>E) the discharge of any employee or termination of an independent contractor for dishonest or fraudulent acts;</p> <p>F) or any administrative, civil, or criminal action initiated against the licensee or any of its control persons by any government entity.</p>	<p><b>Mail to MT Division of Banking and Financial Institutions</b></p>