



# MT Independent Contractor Entity Branch License Amendment Checklist (Branch)

---

## CHECKLIST SECTIONS

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

## GENERAL INFORMATION

### Instructions

When making changes to your record in NMLS, MT does not require advance notification.

### Uploading Agency-Specific Documents

If you are required to upload documents for an amendment that doesn't require ACN, select the applicable document type in the NMLS *Document Uploads* section.

### Helpful Resources

- [Amendments Quick Guide](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

### Agency Contact Information

Contact the Montana Division of Banking and Financial Institutions licensing staff by phone at (406) 841-2920 or send your questions via e-mail 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  
[mortgagelicensing@mt.gov](mailto:mortgagelicensing@mt.gov)*

#### *For Overnight Delivery:*

*Division of Banking and Financial Institutions  
Mortgage Licensing  
301 S. Park Ave, Suite 316  
Helena, MT 59601  
[mortgagelicensing@mt.gov](mailto:mortgagelicensing@mt.gov)*

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 Branch Address](#)
- [Addition or Modification of Other Trade Name](#)
- [Deletion of Other Trade Name](#)
- [Change of Branch Manager Disclosure Question\(s\)](#)
- [Change of Branch Manager](#)

**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 submission through the NMLS.

| Complete                 | MT Independent Contractor Entity Branch License<br>Change of Branch Address Amendment Items                                | Submitted via... |
|--------------------------|--|------------------|
| <input type="checkbox"/> | <b>Change of Branch Address:</b> Submit a change of Branch Address through the Branch Form (MU3) in NMLS.                  | <b>NMLS</b>      |
| Note                     | <b>Change of Branch Address:</b> \$0 per license<br><i>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</i> | <b>N/A</b>       |

| Complete                 | MT Independent Contractor Entity Branch License<br>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 addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS.  | <b>NMLS</b>  |
| <input type="checkbox"/> | <p><b>Other Trade Name:</b> For each additional or changed other trade name, upload a file-stamped copy of the Certificate of Registration of Assumed Business Name from the Montana Secretary of State for each DBA regarding ability to do business under that trade name.</p> <p>Upload this document in NMLS under the Document Type "Trade Name/Assumed Name Registration Certificates" in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p>This document should be named "<i>MT Independent Contractor Entity Trade Name / Assumed Name</i>".</p> | <p><b>NMLS</b></p> <p><b>Upload in NMLS:</b> under the Document Type "Trade Name/Assumed Name Registration Certificates" in the <i>Document Uploads</i> section of the Company Form (MU1).</p> |
| Note                     | <b>Addition of Other Trade Name</b> \$0 per license<br><i>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</i>  | <b>N/A</b>   |

| Complete                 | MT Independent Contractor Entity Branch License<br>Deletion of Other Trade Name Amendment Items  | Submitted via...   |
|--------------------------|--|--|
| <input type="checkbox"/> | <b>Deletion of Other Trade Name:</b> Submit a deletion an Other Trade Name through the Branch Form (MU3) in NMLS.  | <b>NMLS</b>  |
| <input type="checkbox"/> | <p><b>Other Trade Name:</b> Upload a file-stamped copy of the Notice of Cancellation of Assumed Business Name from the Montana Secretary of State for each DBA regarding ability to do business under that trade name.</p> <p>Upload this document in NMLS under the Document Type "Trade Name/Assumed Name Registration Certificates" in the <i>Document Uploads</i> section of the Company Form (MU1).</p> <p>This document should be named "<i>MT Independent Contractor Entity Trade Name / Assumed Name</i>".</p> | <p><b>NMLS</b></p> <p><b>Upload in NMLS:</b> under the Document Type "Trade Name/Assumed Name Registration Certificates" in the <i>Document Uploads</i> section of the Company Form (MU1).</p> |

| Complete                 | MT Independent Contractor Entity Branch License<br>Change to Branch Manager 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 Branch Manager's Individual Form (MU2) in NMLS.  | <b>NMLS</b>   |
| <input type="checkbox"/> | <p><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 the Branch Manager.</p> <p>See the <a href="#">Individual Disclosure Explanations Quick Guide</a> and the <a href="#">Disclosure Explanations - Document Upload Quick Guide</a> for instructions.</p> | <b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the Individual Form (MU2). |

|                                    |  |
|------------------------------------|--|
| <b>NMLS ID Number</b><br>(Company) |  |
| <b>NMLS ID Number</b><br>(Branch)  |  |
| <b>Licensee Legal Name</b>         |  |

| <b>Complete</b>          | <b>MT Independent Contractor Entity Branch License<br/>Change of Branch Manager Amendment Items</b>  | <b>Submitted via...</b> |
|--------------------------|--|-------------------------|
| <input type="checkbox"/> | <p><b>Change of Branch Manager:</b> Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS.</p> <p>A responsible individual must be designated for each office at which clerical or support duties are conducted. A responsible individual is defined as an individual whose principal office is physically located in, who is in charge of, and who is responsible for the business operations of a branch office. The responsible individual must have 1½ years of experience as described below and be a Montana licensed mortgage loan originator. The responsible individual must be an employee of the independent contractor entity.</p> | <b>NMLS</b>             |
| <b>Note</b>              | <p><b>Change of Branch Manager:</b> \$0 per license</p> <p><i>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</i></p>  | <b>N/A</b>              |
| <b>Note</b>              | <p><b>Credit Report:</b> Branch Managers are NOT required to authorize a credit report through NMLS.</p>   | <b>N/A</b>              |
| <input type="checkbox"/> | <p><b>Branch Manager Proof of Experience:</b> Provide proof of 1½ years of experience. See <a href="#">ARM 2.59.1701(11)</a> and <a href="#">ARM 2.59.1702</a>. Acceptable proof of experience is W-2's, 1099s, or proof of licensure as a MLO in another state for 1 ½ years which can be established by the employment history in NMLS.</p>  | <b>E-Mail to MT</b>     |