



MT Mortgage Broker Branch License Amendment Checklist

CHECKLIST SECTIONS

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

GENERAL INFORMATION

Instructions

Montana does not require advance notice for any changes; make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

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 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 Branch Address](#)
- [Addition or Modification of Other Trade Name](#)
- [Deletion of Other Trade Name](#)
- [Addition or Modification 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 filing through NMLS.

| Complete | MT Mortgage Lender Company Change of Branch Address Amendment Items | Submitted via... |
|--------------------------|---|------------------|
| <input type="checkbox"/> | Change of Main Address: Submit an amendment for a change of Main (Corporate) Address through the Company Form (MU1) in NMLS. | NMLS |
| Note | Change of Main Address: \$0 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. | N/A |

| Complete | MT Mortgage Lender Company Addition or Modification of Other Trade Name Amendment Items | Submitted via... |
|--------------------------|--|---|
| <input type="checkbox"/> | Addition or Modification of Other Trade Name: Submit an amendment for an addition of or change to an Other Trade Name through the Branch Form (MU3) in NMLS. The trade name must already be approved for the Company. | NMLS |
| Note | Addition of Other Trade Name \$0 per license. Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. | N/A |
| <input type="checkbox"/> | Trade Name/Assumed Name Registration Certificates: Trade Name/Assumed Name Registration Certificates from the Secretary of State must already be submitted on the Company MU1 related to this change type. | Upload in NMLS: 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 Mortgage Lender Company Deletion of Other Trade Name Amendment Items | Submitted via... |
|--------------------------|--|------------------|
| <input type="checkbox"/> | <p>Deletion of Other Trade Name: Submit an amendment for deletion of an Other Trade Name through the Branch Form (MU3) in NMLS.</p> <p>If deleting an Other Trade Name, this name must be removed from the <i>Other Trade Names</i> section of the Branch Form (MU3).</p> | NMLS |

| Complete | MT Mortgage Lender Company Addition or Modification of Branch Manager Amendment Items | Submitted via... |
|--------------------------|---|--|
| <input type="checkbox"/> | <p>Addition or Modification of Branch Manager (Designated Manager): Submit an amendment for an addition or change in Branch Manager (Designated Manager) within the Branch Form (MU3) in NMLS.</p> <p>A separate designated manager is required to be appointed for the main office and each branch location. This individual may be referred to as the Designated Manager, must be listed as the “Branch Manager” on NMLS Branch Form, and his/her business address must match the address listed as the “Main Address” on the Branch Form. The Designated Manager must be licensed as a Montana mortgage loan originator and have three years of experience.</p> | NMLS |
| Note | <p>Change of Qualifying Individual: \$0 per license</p> <p>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</p> | N/A |
| <input type="checkbox"/> | <p>Documentation for Addition or Modification of Branch Manager: Upload copies of the following documents:</p> <ul style="list-style-type: none"> • Provide proof of three years of experience. See ARM 2.59.1702 • Acceptable proof of experience is W-2’s, 1099s, or proof of licensure as a MLO in another state for three years. | Mail to MT Division of Banking and Financial Institutions |