



# MT Mortgage Servicer Company License Amendment Checklist

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## CHECKLIST SECTIONS

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## 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 that doesn't require ACN, 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 Owners/Executive Officers](#)
  - FBI Criminal Background Check for MU2 Individual: \$36.25 per person.
- [Addition or Modification of Indirect Owners](#)
  - FBI Criminal Background Check for MU2 Individual: \$36.25 per person.
- [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	<b>MT Mortgage Servicer Company</b> <b>Change of Legal Name Amendment Items</b>	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>
Note	<b>Change of Legal Name Fee:</b> \$0 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A
<input type="checkbox"/>	<b>Surety Bond Rider:</b> <del>Contact the surety bond producer to inform them of the change and effective date so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the ESB for NMLS Licensees page for more information. Upload a Mortgage Servicer Company surety bond rider (or new bond if applicable) that reflects the entity's new legal name. The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names.</del>  <del>If a new surety bond is needed, use the Surety Bond Form found <a href="#">here</a>.</del>	<b>Electronic Surety Bond in NMLS</b> Upload in NMLS: under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	<b>Formation Documents:</b> Formation Documents must be submitted related to this change type.  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.  <b>Unincorporated Association:</b> <ul style="list-style-type: none"> <li>By-Laws or constitution (including all amendments).</li> </ul> <b>General Partnership:</b> <ul style="list-style-type: none"> <li>Partnership Agreement (including all amendments).</li> </ul> <b>Limited Liability Partnership:</b> <ul style="list-style-type: none"> <li>Certificate of Limited Liability Partnership; and</li> <li>Partnership Agreement (including all amendments).</li> </ul> <b>Limited Partnership:</b> <ul style="list-style-type: none"> <li>Certificate of Limited Partnership; and</li> <li>Partnership Agreement (including all amendments).</li> </ul> <b>Limited Liability Limited Partnership:</b> <ul style="list-style-type: none"> <li>Certificate of Limited Liability Limited Partnership; and</li> <li>Partnership Agreement (including all amendments).</li> </ul> <b>Limited Liability Company ("LLC"):</b> <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>	<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	<b>MT Mortgage Servicer Company</b> <b>Change of Legal Name Amendment Items</b>	Submitted via...
	<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> <p><b>Not for Profit Corporation</b></p> <ul style="list-style-type: none"> <li>• Documents requested of a Corporation; and</li> <li>• Proof of nonprofit status <ul style="list-style-type: none"> <li>○ Internal Revenue Service (“IRS”) 501(c)(3) designation letter; or</li> <li>○ statement from a State taxing body or the State attorney general certifying that: (i) the entity is a nonprofit organization operating within the State; and (ii) no part of the entity’s net earnings may lawfully benefit any private shareholder or individual; or</li> <li>○ entity's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or</li> <li>○ Any of the three preceding items described, if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.</li> </ul> </li> </ul> <p><b>Trust (Statutory)</b></p> <ul style="list-style-type: none"> <li>• Certificate of Trust; and</li> <li>• Governing instrument (all amendments).</li> </ul>	

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

Complete	MT Mortgage Servicer 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.	<b>NMLS</b>
Note	<b>Addition of Other Trade Name</b> \$0 per license. Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	<b>N/A</b>
<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 Mortgage Servicer 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).	<b>NMLS</b>

Complete	MT Mortgage Servicer 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.	<b>NMLS</b>

Complete	MT Mortgage Servicer 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.	<b>NMLS</b>

Complete	MT Mortgage Servicer Company Addition or Modification of Direct Owners/Executive Officers Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Direct Owners/Executive Officers:</b> Submit an amendment for an addition or change in Direct Owners/Executive Officers within the Company Form (MU1) in NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<b>Credit Report:</b> Individuals in a position of <a href="#">control</a> are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<b>FBI Criminal Background Check for MU2 Individual:</b> \$36.25 per person.	<b>NMLS</b>
<input type="checkbox"/>	<p><b>MU2 Individual FBI Criminal Background Check Requirements:</b> The following Individuals, as specified below, on the Company Form (MU1) are required to authorize a FBI criminal background check (CBC) through NMLS.</p> <p><i>Direct Owners</i></p> <p>A person is presumed to control an entity if that person:</p> <ol style="list-style-type: none"> <li>1) directly has the right to vote 10% or more of a class of a voting security or has the power to sell or direct the sale of 10% or more of a class of voting securities;</li> <li>2) in the case of a limited liability company, is a managing member; or</li> <li>3) in the case of a partnership, has the right to receive upon dissolution or has contributed 10% or more of the capital.</li> </ol> <p><i>Executive Officers</i></p> <ul style="list-style-type: none"> <li>• A person is presumed to control an entity if that person is a director, general partner, or executive officer or is an individual that occupies a similar position or performs a similar function.</li> </ul> <p>After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.</p> <p><b>Note:</b> If you are able to 'Use Existing Prints' to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.</p>	<p><b>NMLS</b></p> <p>See the <a href="#">Criminal Background Check section</a> of the NMLS Resource Center for more information.</p>

Complete	<b>MT Mortgage Lender Servicer Company</b> <b>Addition or Modification of Indirect Owners Amendment Items</b>	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Indirect Owners:</b> Submit an amendment for an addition or change in Indirect Owners within the Company Form (MU1) in NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<b>FBI Criminal Background Check for MU2 Individual:</b> \$36.25 per person.	<b>NMLS</b>
<input type="checkbox"/>	<p><b>MU2 Individual FBI Criminal Background Check Requirements:</b> The following Individuals, as specified below, on the Company Form (MU1) are required to authorize a FBI criminal background check (CBC) through NMLS.</p> <p><i>Indirect Owners</i></p> <ul style="list-style-type: none"> <li>A person is presumed to control an entity if that person indirectly has the right to vote 10% or more of a class of a voting security or has the power to sell or direct the sale of 10% or more of a class of voting securities.</li> </ul> <p>After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.</p> <p><b>Note:</b> If you are able to 'Use Existing Prints' to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.</p>	<b>NMLS</b>  See the <a href="#">Criminal Background Check section</a> of the NMLS Resource Center for more information.

Complete	<b>MT Mortgage Servicer Company</b> <b>Change of Disclosure Question(s) Amendment Items</b>	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.	<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 company and each control person.</p> <p>See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.</p>	<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"/>	<p><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.</p> <p>You must select "Add Explanation For "No" Responses" and provide an explanation for each response that changes from "Yes" to "No" for company or</p>	<b>NMLS</b>

Complete	MT Mortgage Servicer Company Change of Disclosure Question(s) Amendment Items	Submitted via...
	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.	

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

Complete	MT Mortgage Servicer 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>	<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).
<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>	<b>Upload in NMLS:</b> under <u>Management Chart</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
<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>	<b>Upload in NMLS:</b> under <u>Organizational Chart/Description</u> in the <i>Document Uploads</i> section of the Company Form (MU1).



Complete	<b>MT Mortgage Servicer Company</b> <b>Written Report of Business Event</b>	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 the licensee's dissolution or reorganization, or the making of a general assignment for the benefit of the licensee's creditors;</li> <li>C) the licensee's decision to cease doing business for any reason;</li> <li>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;</li> <li>E) the cancellation or other impairment of the licensee's or an exempt company's bond; or</li> <li>F) a felony conviction of the licensee, employee of a licensee, or control person of a licensee.</li> </ul>	<p><b>Mail to MT Division of Banking and Financial Institutions</b></p>

Complete	<b>MT Mortgage Servicer 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> <ul style="list-style-type: none"> <li>A) fraud, theft, or conversion by a borrower against the licensee;</li> <li>B) fraud, theft, or conversion by a licensee;</li> <li>C) fraud, theft, or conversion by an employee or independent contractor of a licensee;</li> <li>D) violation of a provision of <a href="#">32-9-124</a>;</li> <li>E) the discharge of any employee or termination of an independent contractor for dishonest or fraudulent acts;</li> <li>F) or any administrative, civil, or criminal action initiated against the licensee or any of its control persons by any government entity.</li> </ul>	<p><b>Mail to MT Division of Banking and Financial Institutions</b></p>