



Company Transition Checklist

Agency Requirements



OKLAHOMA MONEY TRANSMISSION LICENSE

This document includes instructions for a company (corporation location) transition request. If you need to complete a transition request for a branch location (authorized delegates are not considered a branch in NMLS) or individual; refer to the appropriate transition checklists.

Total License costs: \$100 which includes the NMLS renewal processing fee.

Do not authorize a credit report if the license is transitioning onto NMLS for the first time. DO NOT CHECK the box entitled “REQUEST A NEW CREDIT REPORT”. If the box is checked for any individual associated with the licensee, authorization is granted to pull a credit report for that individual and the licensee will be required to pay the credit report processing fee of \$15 fee per report. Fees collected through NMLS ARE NOT REFUNDABLE.

Use the checklist below to complete the requirements for Oklahoma Banking Department.

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 [Quick Guide for document upload in NMLS](#)

Note: Financial statements are uploaded separately under the Filing tab, “Financial Statement” submenu. All other documents are uploaded in the Filing tab under the “Document Upload” section of the company form.

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:

Oklahoma Banking Department
Director of Nondepository Institutions
2900 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105
(405) 521-2782
Website: www.banking.ok.gov

For Overnight Delivery:

Oklahoma Banking Department
Director of Nondepository Institutions
2900 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105
(405) 521-2782
Website: www.banking.ok.gov

NMLS **Company** Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	MONEY TRANSMISSION LICENSE
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Other Trade Name: DBA's should be listed under Other Trade Names on the NMLS Company Form. The Oklahoma Banking Department does not limit the number of DBA's.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Resident/Registered Agent: The Resident/Registered Agent section of the NMLS Company Form should be completed with the information currently on record with the Oklahoma State Banking Department.
<input type="checkbox"/>	N/A	N/A	Bank Account: Bank account information is required.
N/A	N/A	N/A	Qualifying Individual: The Oklahoma Department of Banking does not require a Qualifying Individual.
N/A	N/A	N/A	Credit Report: The Oklahoma Banking Department does not require Credit Reports.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Disclosure Questions: Provide an explanation for any "Yes" response. Upload a copy of any applicable orders or supporting documents in NMLS.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Financial Statements: Upload an audited financial statement prepared by a Certified Public Accountant/Signed by an executive officer in accordance with Generally Accepted Accounting Principles dated within 90 days of your fiscal year end. Financial statements should include a Balance Sheet, Income Statement and Statement of Cash Flows and all relevant notes thereto. If applicant is a start-up company, only an initial Statement of Condition is required.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Business Plan: Upload a business plan outlining marketing strategy, products, target markets and operating structure the applicant intends to employ.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Certificate of Authority/Good Standing Certificate: Upload a state-issued document demonstrating that the corporation or limited liability company (LLC) exists or is authorized to do business in the state.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Document Samples: Upload copies of documents used in the regular course of business in connection with money transmitter companies.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Organizational Chart/Description: Upload an organizational chart if applicant is owned by another entity or entities or person, or has subsidiaries or affiliated entities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surety Bond. A. Attach an original of a surety bond (in the form attached hereto) or letter of credit in the amount of \$50,000 plus \$10,000 per location of each authorized delegate (but not to exceed \$500,000).

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			<p>B. Attach an original form of bond in the amount of \$500,000 to cover both money transmission and sale of check activities pursuant to Title 6 Okla. Stat. Section 2101 et seq.)</p> <p>C. Attach an original form of bond in the amount of \$200,000 for any licensee providing money transmission services primarily through electronic means pursuant to Title 6 Okla. Stat. Section 201 et seq.)</p> <p>The name of the principal insured on the bond must match exactly the Full Legal Name of applicant. Click to download Bond Form.</p>

The regulator 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 money transmission licensing staff by phone at [\(405\) 521-2782](tel:4055212782) or send your questions via e-mail to angela.morris@banking.ok.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.