



# PA Debt Settlement Not for Profit Surrender Checklist (Company)

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## CHECKLIST SECTIONS

- [General Information](#)
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## GENERAL INFORMATION

### Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.

### Help Resources

- [Company License Surrender Requests Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

### Agency Contact Information

Contact Pennsylvania Department of Banking and Securities, Non-Depository Licensing Office staff by phone at 717-787-3717 or send your questions via email to [ra-asklicensing@pa.gov](mailto:ra-asklicensing@pa.gov) for additional assistance.

The completed checklist and the documents that are required to be submitted outside of NMLS must be received within 5 business days of the electronic submission through NMLS via email to [ra-AskLicensing@pa.gov](mailto:ra-AskLicensing@pa.gov).

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL 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.

NMLS ID Number	
Company Name	

REQUIREMENTS COMPLETED IN NMLS		
Complete	PA Debt Settlement Not for Profit	Submitted via...
<input type="checkbox"/>	<p><b>Submission of Surrender Request through Company Form (MU1):</b> Request the surrender of the license through the submission of the Company Form (MU1). See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions.</p> <p>7 Pa.C.S. § 6137</p>	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	PA Debt Settlement Not for Profit	Submitted via...
<input type="checkbox"/>	<p><b>Books and Records:</b> Provide the name, mailing address, email address, and telephone number of the individual(s) responsible for safekeeping of the surrendering licensee's books and records subsequent to the surrender.</p> <p>7 Pa.C.S. § 6135(a)(2)</p>	<p><b>Email to:</b> <a href="mailto:asklicensing@pa.gov">asklicensing@pa.gov</a></p>
<input type="checkbox"/>	<p><b>Annual Report:</b> Please complete and return the Annual Report form. The Annual Report form can be obtained by contacting the Department of Banking and Securities, Non-Depository Compliance Office at (717) 772-3889.7 Pa.C.S. § 6138(a)(3)</p>	<p><b>Email to:</b> <a href="mailto:ra-askcompliance@pa.gov">ra-askcompliance@pa.gov</a></p>
<input type="checkbox"/>	<p><b>Pennsylvania Consumers Currently Serviced:</b> Please provide a list of all PA Consumers that include the following information:</p> <ul style="list-style-type: none"> <li>• Name of consumer</li> <li>• Consumer address and telephone number</li> <li>• Consumer email address</li> <li>• List of all creditors and the negotiated payment amounts</li> <li>• Name of entity to whom servicing is being transferred</li> </ul>	<p><b>Email to:</b> <a href="mailto:ra-askcompliance@pa.gov">ra-askcompliance@pa.gov</a></p>
<input type="checkbox"/>	<p><b>Transfer Plan:</b> If applicable, please provide a list of all entities to whom servicing will be or has been transferred. If N/A, please provide a reason.</p> <p>7 Pa.C.S. § 6138(a)(3)</p>	<p><b>Email to:</b> <a href="mailto:ra-asklicensing@pa.gov">ra-asklicensing@pa.gov</a></p>
<input type="checkbox"/>	<p><b>Bank Account Information:</b> Please provide the bank account information (name, complete address, telephone number and facsimile number) that is used for Pennsylvania consumers' funds.</p> <p>7 Pa.C.S. § 6138(a)(3)</p>	<p><b>Email to:</b> <a href="mailto:ra-asklicensing@pa.gov">ra-asklicensing@pa.gov</a></p>

<input type="checkbox"/>	<p><b>Owner or Corporate Officer Certification:</b> Please complete the following:</p> <p>I hereby certify that all collected payments have been disbursed to creditors or returned to the consumer, except for fees retained by the company as allowable by law and as per the debt management services agreement.</p> <p><b>Name:</b> _____</p> <p><b>Title:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date:</b> _____</p> <p><b>Note: If all payments received from debt management clients have not been disbursed to creditors, please provide an explanation.</b></p>	<p><b>Email to:</b> <a href="mailto:ra-asklicensing@pa.gov">ra-asklicensing@pa.gov</a></p>
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