



PA Money Transmitter License Surrender Checklist (Company)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instructions

1. File the surrender request through NMLS. Licensees must notify the Pennsylvania Department of Banking and Securities within ten (10) days of terminating business under this license. Act 129 § 11.1(5)
2. If the Records Custodian or location changes after license surrender, you must provide written notice of changes to the Pennsylvania Department of Banking and Securities. Books and records *must* be kept for three (3) years from the date of transmission payment. Act 129 § 10(a)(8), 11.1(5)
3. **Surrender requests will not be processed without receipt of all items listed on the checklist. Act 129 § 10(a)(8)**
4. There is no fee to surrender.
5. We may request additional information upon review of your surrender; watch your email for such requests.

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 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 of your application through NMLS via email to ra-asklicensing@pa.gov

NMLS ID Number		
Licensee Legal Name		
REQUIREMENTS COMPLETED IN NMLS		
Complete	PA Money Transmitter License	Submitted via...
<input type="checkbox"/>	Terminate Authorized Agents (Delegates) Locations: Prior to submitting the request to surrender the license, submit an updated Uniform Authorized Agent Report with an <i>End Date</i> for each authorized agent/delegate in NMLS. Act 129 § 11.1(5). See the Authorized Agent Quick Guide for more information. Note: Failure to upload an Agent's information and include an End Date when terminating an agent location results in that agent continuing to be registered as active with the state regulator.	NMLS
<input type="checkbox"/>	Submission of Surrender Request through Company Form (MU1): Request the surrender of the license through the submission of the Company Form (MU1). See the Company License Surrender Requests Quick Guide for instructions. Act 129 § 11.1(5)	NMLS
<input type="checkbox"/>	Contact and Books/Records Information: Verify that the information on the company application form for the Consumer Complaint Employee Information for Pennsylvania and the Books and Records section has been updated and is accurate. Act 129 § 11.1(5)	NMLS
<input type="checkbox"/>	Money Services Businesses Call Report: Please submit the final (last quarter) Money Transmitter Call Report. Act 129 § 11.1(4)	NMLS
REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	PA Money Transmitter License	Submitted via...
<input type="checkbox"/>	Surrender Reason: Return with this checklist a letter that provides the reason for license surrender. Act 129 § 11.1(5)	Email to: ra-asklicensing@pa.gov
<input type="checkbox"/>	Outstanding Money Transmittal Instruments: Please provide a list of the money transmittals instruments that are outstanding. Act 129 § 10(a)(1,8)	Email to: ra-asklicensing@pa.gov