



UT-DFI Deferred Deposit Lender Registration New Application Checklist (Company)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Who Is Required To Have This Registration?

Any company or Individual that extends a deferred deposit loan to a Utah citizen either at a physical location or through the internet.

Please reference [Utah Code 7-23-201](#) for more information regarding the rules and regulations.

Activities Authorized Under This Registration

This registration authorizes the following activities...

- Deferred Deposit Lending (Other – consumer finance)

Pre-Requisites for Registration Applications

- Utah Consumer Credit Notification Form (Form70C): As a pre-requisite to DDL registration, you must have filed this form with the UDFI. Please see [Utah-DFI](#) or contact Eva Rees to register (erees@utah.gov).

UT-DFI does issue paper certificates for this registration type.

Document Uploads Guidance

Documents that must be uploaded to the *Document Uploads* section of the Company Form (MU1) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in [Document Upload Descriptions and Examples](#).
- Only upload documents relevant to the company application.
- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded that should not be, you will be contacted by your regulator and asked to remove them from NMLS.

- Do not upload the same company documents multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents (e.g., Surety Bonds), be sure to indicate the applicable state.

Helpful Resources

- [Company Form \(MU1\) Filing Instructions](#)
- [Document Upload Descriptions and Examples](#)
- [Individual Form \(MU2\) Filing Quick Guide](#)
- [Financial Statements Quick Guide](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

Agency Contact Information

Contact Utah Department of Financial Institutions licensing staff by phone at (801) 538-8842 or send your questions via email to pcline@utah.gov for additional assistance.

For U.S. Postal Service:

*Utah Department of Financial Institutions
PO Box 146800
Salt Lake City UT 84114-6800*

For Overnight Delivery:

*Utah Department of Financial Institutions
324 State St, Suite 201
Salt Lake City UT 84111*

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.

REGISTRATION FEES - Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.

Complete	UT-DFI Deferred Deposit Lender Registration	Submitted via...
<input type="checkbox"/>	UT-DFI License/Registration Fee: \$300 NMLS Initial Processing Fee: \$0	NMLS (Filing submission)

REQUIREMENTS COMPLETED IN NMLS

Complete	UT-DFI Deferred Deposit Lender Registration	Submitted via...
<input type="checkbox"/>	Submission of Company Form (MU1): Complete and submit the Company Form (MU1) in NMLS. This form serves as the application for the license/registration through NMLS.	NMLS
<input type="checkbox"/>	Other Trade Name: If operating under a name that is different from the applicant's legal name, that name ("Trade Name", "Assumed Name" or "DBA") must be listed under the <i>Other Trade Names</i> section of the Company Form (MU1). UT-DFI does not limit the number of other trade names.	NMLS
<input type="checkbox"/>	Resident/Registered Agent: The Resident/Registered Agent must be listed under the <i>Resident/Registered Agent</i> section of the Company Form (MU1). They must also be listed on the contract and it needs to match the information currently on record with the Division of Corporations.	NMLS
<input type="checkbox"/>	Primary Contact Employees: The following individuals must be entered into the <i>Contact Employees</i> section of the Company Form (MU1). <ol style="list-style-type: none">1. Primary Company Contact.2. Primary Consumer Complaint Contact.	NMLS
<input type="checkbox"/>	Non-Primary Contact Employees: Utah Division of Financial Institutions requires that an individual(s) be identified as a Non-Primary Contact for the following areas. These contacts must be listed in the <i>Contact Employees</i> section of the Company Form (MU1). <ol style="list-style-type: none">1. Exam Delivery (If different from Primary Contact previously input)	NMLS
Note	Bank Account: Bank account information is not required. The <i>Bank Account</i> section of the Company Form (MU1) can be left blank.	N/A

Complete	UT-DFI Deferred Deposit Lender Registration	Submitted via...
<input type="checkbox"/>	Disclosure Questions: Provide a complete and detailed explanation and document upload for each “Yes” response to Disclosure Questions made by the company or related control persons (MU2). See the Company Disclosure Explanations Quick Guide for instructions.	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).
Note	Qualifying Individual: The <i>Qualifying Individual</i> section is not required to be completed for UT-DFI on the Company Form (MU1).	N/A
<input type="checkbox"/>	Control Person (MU2) Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable control person before it is able to be submitted along with the Company Form (MU1).	NMLS
Note	Credit Report: Individuals in a position of control are NOT required to authorize a credit report through NMLS.	N/A

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS		
Complete	UT-DFI Deferred Deposit Lender Registration	Submitted via...
<input type="checkbox"/>	AML/BSA Policy: If a Money Services Business, upload an Anti-Money Laundering (AML) / Bank Secrecy Act (BSA) Policy that must include independent review. This document should be named <i>AML BSA Policy {Approved Date mm-dd-yyyy}</i> .	Upload in NMLS: under the Document Type <u>AML/BSA Policy</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	Document Samples: Upload copies of the following sample documents used in the regular course of business in connection with this license: <ul style="list-style-type: none"> • Sample Contracts • Adverse Action Notice • Privacy Policy (that will be given to the borrower) This document should be named <i>[Name of Document Sample]</i> .	Upload in NMLS: under <u>Document Samples</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

NMLS ID Number	
Applicant Legal Name	

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	UT-DFI Deferred Deposit Lender Registration	Submitted via...
<input type="checkbox"/>	Branch Locations List: Send UDFI a listing of all branches, addresses, phone number, and hours of operation. No mobile facilities allowed. Any changes require prompt notification to UDFI.	Email to UDFI: dfi@utah.gov OR Mail to UDFI
<input type="checkbox"/>	Utah Business Registration Form: Send UDFI a copy of the Dept. of Commerce, Div. of Corporations & Commercial Code registration.	Email to UDFI: dfi@utah.gov OR Mail to UDFI
<input type="checkbox"/>	Criminal History Report: Obtain and mail or email from state authority where individual resides, for all individuals who have access to customer information.	Email to UDFI: dfi@utah.gov OR Mail to UDFI