

LICENSE RENEWAL INSTRUCTIONS

Check Cashier, Deferred Presentment, Flexible Credit, and Title Pledge Lender

IMPORTANT: To renew your current license(s) you must complete the following items on or before **December 31, 2021**.

Check Cashier Licensee:

1. Submit **License Renewal Applications via NMLS**. In addition to the Supervision Fee of \$600 for each license, NMLS will charge processing fees of \$100 per company license and \$20 per branch license. To initiate the License Renewal process, licensees should access the NMLS Resource Center at <http://mortgage.nationwidelicensingsystem.org> and "click" the green **ANNUAL RENEWAL** button.
2. Submit **Financial Statements via NMLS**, including, but not limited to, a Balance Sheet and Statement of Income or Loss, for the immediately preceding fiscal year end (December 31, 2020), prepared in accordance with generally accepted accounting principles (GAAP), on an accrual basis. You may confer with a Certified Public Accountant (CPA) or Public Accounting Firm. If the Licensee is a Sole Proprietor, the Financial Statements must reflect the individual's net worth by including personal assets and liabilities and the individual's investment in the business.
 - *Upload the Financial Statements in NMLS. Financial Statements are uploaded separately under the Filing tab and Financial Statement submenu link. See the [Financial Statement Quick Guide](#) for instructions.*
3. Complete the **Annual Report** excel spreadsheet and email to the Department at TDFI.Licensing@tn.gov. The Annual Report Form includes a Financial Statement Questionnaire and an Analysis of the Business Activities conducted for the period January 1, 2020 through December 31, 2020. Information for the Financial Statement Questionnaire must be pulled directly from the Licensee's Financial Statements prepared in accordance with generally accepted accounting principles.

Deferred Presentment Services Licensee:

1. Submit **License Renewal Applications via NMLS**. In addition to the Supervision Fee of \$600 for each license, NMLS will charge processing fees of \$100 per company license and \$20 per branch license. To initiate the License Renewal process, licensees should access the NMLS Resource Center at <http://mortgage.nationwidelicensingsystem.org> and "click" the green **ANNUAL RENEWAL** button.
2. Submit **Financial Statements via NMLS**, including, but not limited to, a Balance Sheet and Statement of Income or Loss, for the immediately preceding fiscal year end (December 31, 2020), prepared in accordance with generally accepted accounting principles (GAAP), on an accrual basis.

You may confer with a Certified Public Accountant (CPA) or Public Accounting Firm. If the Licensee is a Sole Proprietor, the Financial Statements must reflect the individual's net worth by including personal assets and liabilities and the individual's investment in the business.

- *Upload the Financial Statements in NMLS. Financial Statements are uploaded separately under the Filing tab and Financial Statement submenu link. See the [Financial Statement Quick Guide](#) for instructions.*
3. Complete the [Annual Report](#) excel spreadsheet and email to the Department at TDFI.Licensing@tn.gov. The Annual Report Form includes a Financial Statement Questionnaire and an Analysis of the Business Activities conducted for the period January 1, 2020 through December 31, 2020. Information for the Financial Statement Questionnaire must be pulled directly from the Licensee's Financial Statements prepared in accordance with generally accepted accounting principles.

Flexible Credit Licensee:

1. Submit **License Renewal Applications via NMLS**. In addition to the Supervision Fee of \$1,000 for each license, note that NMLS will charge processing fees of \$100 per company license and \$20 per branch license. To initiate the License Renewal process, licensees should access the NMLS Resource Center at <http://mortgage.nationwidelicensingsystem.org> and "click" the green **ANNUAL RENEWAL** button.
2. Submit **Audited Financial Statements via NMLS**, including, but not limited to, a Balance Sheet, Statement of Income or Loss, and Statement of Changes in Financial position, for the immediately preceding fiscal year end, prepared in accordance with generally accepted accounting principles (GAAP) by a Certified Public Accountant (CPA) or Public Accounting Firm, neither of which is affiliated with the licensee. If the Licensee is a Sole Proprietor, the Financial Statements must reflect the individual's net worth by including personal assets and liabilities and the individual's investment in the business.
 - *Upload the Audited Financial Statements in NMLS. Financial Statements are uploaded separately under the Filing tab and Financial Statement submenu link. See the [Financial Statement Quick Guide](#) for instructions.*
3. Complete the [Annual Report](#) excel spreadsheet and email to the Department at TDFI.Licensing@tn.gov. The Annual Report Form includes a Financial Statement Questionnaire and an Analysis of the Business Activities conducted for the period January 1, 2020 through December 31, 2020. Information for the Financial Statement Questionnaire must be pulled directly from the Licensee's Financial Statements prepared in accordance with generally accepted accounting principles.

Title Pledge Lender Licensee:

1. Submit **License Renewal Applications via NMLS**. In addition to the Supervision Fee of \$600 for each license, NMLS will charge processing fees of \$100 per company license and \$20 per branch license. To initiate the License Renewal process, licensees should access the NMLS Resource Center at <http://mortgage.nationwidelicensingsystem.org> and “click” the green **ANNUAL RENEWAL** button.
2. Submit **Financial Statements via NMLS**, including, but not limited to, a Balance Sheet and Statement of Income or Loss, for the immediately preceding fiscal year end (December 31, 2020), prepared in accordance with generally accepted accounting principles (GAAP) by a Certified Public Accountant (CPA) or Public Accounting Firm, neither of which is affiliated with the licensee via NMLS. If the Licensee is a Sole Proprietor, the Financial Statements must reflect the individual's net worth by including personal assets and liabilities and the individual's investment in the business.
 - *Upload the Financial Statements in NMLS. Financial Statements are uploaded separately under the Filing tab and Financial Statement submenu link. See the [Financial Statement Quick Guide](#) for instructions.*
3. Complete the **Annual Report** excel spreadsheet and email to the Department at TDFI.Licensing@tn.gov. The Annual Report Form includes a Financial Statement Questionnaire and an Analysis of the Business Activities conducted for the period January 1, 2020 through December 31, 2020. Information for the Financial Statement Questionnaire must be pulled directly from the Licensee's Financial Statements prepared in accordance with generally accepted accounting principles.

If you currently have more than one of the License types above, you will only submit one (1) set of Financial Statements via NMLS and one (1) Annual Report Form.

You may contact Mandy Jones Heady at Mandy.Jones@tn.gov or 615-253-6198 with any questions.