

## INDUSTRIAL LOAN AND THRIFT REGISTRATION RENEWAL INSTRUCTIONS

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

1. Submit **Registration Renewal Applications via NMLS**. In addition to the Supervision Fee of \$600 for each registration, NMLS will charge processing fees of \$100 per company registration and \$20 per branch registration. To initiate the Registration Renewal process, registrants should access the NMLS Resource Center at <http://mortgage.nationwidelicencingsystem.org> and “click” the green **ANNUAL RENEWAL** button.
2. Submit **Financial Statements via NMLS**, including, but not limited to, a balance sheet, income statement, and statement of cash flows and all relevant notes thereto, for the immediately preceding fiscal year end.
  - *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.*

If you have any questions, you may send an email to [TDFI.Licensing@tn.gov](mailto:TDFI.Licensing@tn.gov) or contact Carl Scott at [Carl.Scott@tn.gov](mailto:Carl.Scott@tn.gov) or 615-426-9674.