

Transition Plan: Vermont Department of Financial Regulation

Current Company Licensees/Registrants:

Companies holding a **Debt Adjuster License** are required to submit a license transition request through NMLS by filing a Company Form (MU1), a Biographical Statement and Consent Individual Form (MU2) for each of their control persons, and uploading in NMLS required documentation (even if previously submitted by paper) by **March 31, 2013**.

Additionally, for each location in Vermont and outside of Vermont that provides Vermont residents with debt adjustment services, the company must complete and submit through NMLS a Debt Adjuster Branch Registration Form (MU3) by **March 31, 2013**.

It is important that current licensees have their **Vermont** license number available when completing and submitting their Company Form (MU1) so they are not charged a new application fee.

Any licensee that needs to amend or surrender a license or other action previously completed in paper form, from **January 1, 2013** onward must complete these actions within NMLS. We encourage you to update your information with our office by **December 1, 2012**, so at the time of transition there will be no pending changes to submit. Paper forms will not be accepted after **January 1, 2013**.

Note: If you already have a record in NMLS and have submitted these forms in the past you *do not need to re-enter your company information* into NMLS. You will only need to identify the business activities your company conducts, the states in which the various activities are conducted and apply for the appropriate license in **Vermont** and complete a few state specific fields.