



WA Check Casher New Application Checklist (Branch)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Who is required to have this license? Your company needs this license if you will be conducting the business activities listed below at another location other than the one that is currently licensed in Washington:

For compensation, engage in whole or in part, in the business of cashing checks, drafts, money orders, or other commercial paper serving the same purpose.

This license should only be applied for by a company that currently holds a WA Check Casher License.

[See RCW 31-45-030](#)

You are responsible for reviewing the Check Cashers and Sellers Act (RCW 31.45) and accompanying rules (WAC 208-630) to ensure familiarity and compliance. You'll find these documents linked online at <https://dfi.wa.gov/check-cashers/laws-rules>

Activities Authorized Under This License

This license authorizes the following activities...

- Check Cashing

Pre-Requisites for License Applications

- Unaudited financial statements as of the most recent quarter end
- Credit report for Branch Manager

WA DFI does not issue paper licenses for this license type. You will receive a copy of the license via email.

Helpful Resources

Updated: 11/15/2018

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- [Branch Form \(MU3\) Filing Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)

Agency Contact Information

Contact Consumer Service licensing staff by phone at 360-902-8703 or send your questions via email to CSLicensing@dfi.wa.gov for additional assistance.

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.

LICENSE FEES - Fees collected through NMLS are not REFUNDABLE or TRANSFERABLE.

Complete	WA Check Cashier Branch License	Submitted via...
<input type="checkbox"/>	<p>WA Application Fee: \$345.00 for each branch location you are applying for WAC 208-630-290</p> <p>NMLS Initial Processing Fee: \$20</p>	NMLS (Filing submission)
<input type="checkbox"/>	<p>Credit Report for Branch Manager: \$15 per branch manager person</p>	NMLS (Filing submission)

REQUIREMENTS COMPLETED IN NMLS

Complete	WA Check Cashier Branch License	Submitted via...
<input type="checkbox"/>	<p>Submission of Branch Form (MU3): Complete and submit the Branch Form (MU3) in NMLS. This form serves as the application for the license through NMLS.</p>	NMLS
<input type="checkbox"/>	<p>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). Washington DFI does not limit the number of other trade names.</p>	NMLS
<input type="checkbox"/>	<p>Branch Manager: A Branch Manager must be designated for each licensed location. A Branch Manager is defined as an individual whose principal office is physically located in, who is in charge of, and who is responsible for the business operations of a branch office.</p>	NMLS
<input type="checkbox"/>	<p>Disclosure Questions: Provide a complete and detailed explanation and document upload for each "Yes" response to Disclosure Questions made by the Branch Manager's (MU2). See the Company Disclosure Explanations Quick Guide for instructions.</p>	NMLS
<input type="checkbox"/>	<p>Branch Manager (MU2) Attestation: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable branch manager before it is able to be submitted along with the Branch Form (MU3).</p>	NMLS
<input type="checkbox"/>	<p>Credit Report: Branch Managers are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS. This authorization is made when the Individual Form (MU2) is submitted as part of the Branch Form (MU3).</p>	NMLS
<input type="checkbox"/>	<p>Books and Records: Ensure you add Washington to the Jurisdiction Section for Books & Records on the MU3.</p>	NMLS

REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

Complete	WA Check Casher Branch License	Submitted via...
<input type="checkbox"/>	<p>Financial Statements: Current financial statements as of the most recent quarter end for the business. Must include the following prepared in accordance with generally accepted accounting principles:</p> <ul style="list-style-type: none">• Statement of Assets and Liabilities & Profit and Loss Statement <p>Note: Financial statements are uploaded separately under the Filing tab and <i>Financial Statement</i> submenu link. See the Financial Statements Quick Guide for instructions.</p>	NMLS