



**STATE OF WASHINGTON**  
**DEPARTMENT OF FINANCIAL INSTITUTIONS**  
**DIVISION OF CONSUMER SERVICES**

*P.O. Box 41200 • Olympia, Washington 98504-1200*

*Telephone (360) 902-8703 • TDD (360) 664-8126 • FAX (360) 664-2258 • <http://www.dfi.wa.gov/cs>*

March 4, 2014

TO: Money Transmitter and Currency Exchanger Licensees  
RE: Request for 2013 Annual Washington Volume

Dear Licensee:

Enclosed is a blank table for reporting your 2013 annual volume in Washington. The volume information requested will be used to create an invoice to be paid later with the filing of your annual assessment report.

The annual assessment report itself will be available by May 16, 2014, and the complete report, with all required supporting documents must be received at the Department of Financial Institutions (DFI) by 5:00 p.m. (Pacific Standard Time) on July 1, 2014.

Below are the answers to some anticipated questions about this annual volume reporting request.

**Why is this information being requested?**

Upon receipt of the requested volume information, Washington DFI will be creating electronic invoices on the NMLS system to be used in the filing of your Washington Annual Assessment Report. The invoice total will be based on 2013 Washington dollar volume in accordance with RCW 19.230.110 and WAC 208-690-140.

**Do I need to submit payment with this data?**

No, an invoice will be created electronically on NMLS using the information you provide. Do NOT send payment at this time.

**When is this information due?**

Please provide the requested volume information below by **March 31, 2014.**

Licensee Name:	WA License Number:
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**2013 WASHINGTON VOLUME**

<b>Volume Type</b>	<b>Amount</b>
Check/Money Order Sales	
Stored Value Sales	
Other Money Transmission	
Currency Exchange	

**Where should I send this information?**

Send the completed table to any of these addresses:

<u>Via: email</u> <a href="mailto:csexamsunit@dfi.wa.gov">csexamsunit@dfi.wa.gov</a>	
<u>Via: US Postal Service</u> Department of Financial Institutions Attn: Consumer Services Exam Unit PO Box 41200 Olympia, WA 98504-1200	<u>Via: Other Couriers (UPS, FedEx, etc)</u> Department of Financial Institutions Attn: Consumer Services Exam Unit 150 Israel Rd SW Tumwater, WA 98501

**What if I am not the proper person to complete this request?**

Immediately forward it to the person in your company responsible for reporting. Licensees are responsible for keeping DFI informed of changes to the contact person for your company. If the contact information has changed, notify DFI in writing immediately.

**What if I did not do any business in Washington during the 2013 calendar year?**

Even if you did no business in Washington during 2013, please complete the enclosed table indicating no volume.

Thank you for responding promptly. If you have questions or need assistance, please contact:

Rofyah Nor  
Management Analyst  
Phone: 360-902-8819  
Email: [rofyah.nor@dfi.wa.gov](mailto:rofyah.nor@dfi.wa.gov)