



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>

CURRENCY EXCHANGER OFFICE CLOSURE/LICENSE SURRENDER FORM

INSTRUCTIONS FOR CLOSURE OF AN OFFICE:

1. SURRENDER ORIGINAL LICENSE

Return the original Currency Exchanger license to DFI, or attest to the destruction of the original license.

2. RECORDS LOCATION & RECORDS CUSTODIAN

DFI must have access to the books and records in compliance with RCW 19.230.170. Tell us the location of company records and who will give us access to them. We may view these records at any time for the next five years.

3. PAY ANNUAL ASSESSMENT AT TIME OF CLOSING

- We prefer you pay any fees or assessments owed upon closure of your office. However, you must pay money due no later than July 1 following the surrender of the Currency Exchanger license.
- If you have no authorized delegate locations mark "N/A," for "not applicable," in the section regarding fees owed and place a "zero" in TOTAL DUE line when asked for the "authorized delegate dollar amount due."

4. NON-VIOLATION STATEMENT

All principals (10% control or more) and the Responsible Individual must sign the non-violation statement. If more space is needed make copies.

5. Deliver the completed Closure form, surrendered license (unless it has been destroyed), and closing annual assessment report and fees to:

Via US Post Office

DFI – Consumer Services
PO Box 41200
Olympia WA 98504-1200

Via other courier (e.g., UPS, FedEx)

DFI – Consumer Services
150 Israel Rd SW
Tumwater WA 98501

See RCW 19.230.100 for authority

