



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>

MONEY TRANSMITTER OFFICE CLOSURE/LICENSE SURRENDER FORM

INSTRUCTIONS FOR CLOSURE OF A LICENSED MONEY TRANSMITTER OFFICE:

1. SURRENDER ORIGINAL LICENSE

Return the original Money Transmitter 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 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 Money Transmitter 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. Make copies if more signatures are needed.

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 19.230.070 for authority

