



DEPARTMENT OF INSURANCE AND FINANCIAL INSTITUTIONS

NMLS STREAMLINED RENEWAL PROCESS Premium Finance Company License

Please read through the instructions carefully. Furthermore, if a requirement from a previous renewal season is not listed, it is no longer required.

Applications approved prior to November 1 are subject to all renewal requirements and fees. New applications processed after October 31 will be invoiced the prorated license fee and the renewal fee prior to approval.

Premium Finance Companies licensed in Arizona and managed through the NMLS are required to participate in the Streamlined Renewal Process through the Nationwide Multi-State Licensing System & Registry (NMLS) in order to renew applicable licenses between November 1 through December 31.

Licenses and registrations in any status other than an "Approved" equivalent status are not eligible for Streamlined Renewal. Any outstanding deficient license items will prevent Streamlined Renewal until the deficient license items have been addressed and cleared. Licensees should check the status of their license for any deficient license items and address these prior to submitting their renewal request.

The steps listed on the following page must be completed on or before December 31 in order to avoid suspension of your license(s). (excluding the annual report, which is due on or before February 1).

The AZDIFI recommends that all Licensees review the detailed instructions found on the [NMLS Resource Center](#) carefully. **RENEWALS MAY BE PREVENTED OR REJECTED IF OUTSTANDING LICENSE ITEMS ARE NOT ADDRESSED.** Failure to pay any outstanding fees, including licensing fees, or examination fees, may result in non-renewal of licenses.

The [NMLS Resource Center](#) has valuable tools to assist in the NMLS Streamlined Renewal Process, including a [Company Renewal Quick Guide](#), [Training Workshops](#), [State Licensing Information](#), as well as the [State Renewal Checklists](#).

For questions regarding Arizona Renewal Requirements, contact the AZDIFI Licensing Section at (602) 771-2800 option 1, or by email at felicensing@difi.az.gov. For technical assistance with requesting renewal, paying fees, or uploading documents, please call the NMLS Call Center at (855) 665-7123.

PREMIUM FINANCE COMPANY LICENSE

1. ATTEST TO INFORMATION IN YOUR NMLS RECORDS

As part of the Streamlined Renewal Process, all Licensees and Registrants must log into the NMLS and attest that their records are accurate and current. **Licensees should review their MU1 filing (company), MU2 filing(s) (control persons), and MU3 filing(s) (branches).** *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*

- All contact information should be current, including phone extensions and email addresses. The AZDIFI will not communicate with employees not authorized by the licensee.
- Disclosure responses, uploads, and explanations must be accurate and up-to-date. The most current legal and regulatory documents must be uploaded to indicate the ongoing or resolved status of each disclosure.
- All branches that hold an active Arizona branch license must be transitioned into the NMLS. Additional branch licenses are not automatically transitioned during a company transition request. Each additional branch must have its own transition request submitted.

2. SUBMIT RENEWAL REQUEST(S) AND FEES THROUGH THE NMLS

Renewal requests must be submitted through the NMLS between November 1 and December 31. During this time, renewal fees must be paid. If your company does not wish to renew its license or any of its branches, choose the "Do Not Renew" option for applicable licenses. *For technical assistance with this requirement, please call the NMLS Call Center at (855) 665-7123.*

AZ Premium Finance Company License Annual Renewal Fee: \$300
NMLS Company Annual Renewal Processing Fee: \$100

AZ Premium Finance Company Branch License Annual Renewal Fee: \$300 per branch
NMLS Branch Annual Renewal Processing Fee: \$20

3. UPLOAD THE [AZDIFI ANNUAL REPORT](#) INTO THE INTO THE AZ [ELICENSE PORTAL](#) AS A SERVICE REQUEST (ON OR BEFORE FEBRUARY 1)