



## **2022/2023 REGULATED LENDER AND PAYDAY LENDER LICENSE RENEWAL PROCESS INSTRUCTIONS**

### **For Use Only by Licensees Filing Paper Forms With Licenses Reflecting an Expiration Date of May 31st**

*To Avoid Delays, or Potential Interruption of Business Activities, the Department Encourages  
Submission of License Renewal Forms by no later than May 1, 2022*

The 2022/2023 Regulated Lender and Payday Lender Renewal period is currently in process. Renewal forms may be found on the Department of Finance website at [www.finance.idaho.gov/ConsumerFinance/ConsumerLenderForms.aspx](http://www.finance.idaho.gov/ConsumerFinance/ConsumerLenderForms.aspx).

**LICENSE RENEWAL APPLICATION FORMS WILL NOT BE MAILED TO LICENSEES.** If you have any difficulty retrieving these documents from the Department's website, please call: (208) 332-8002 option 5.

Please read the renewal form and these instructions carefully. The instructions contain important information needed to successfully complete the license renewal process. Licenses that do not have renewal application packages postmarked *and completed* by **June 1, 2022**, will expire by operation of law and all Idaho licensable business activities will have to cease.

License Renewal Applications not postmarked and submitted by June 1, 2022, and License Renewal Applications that are not completed by June 1, 2022, will be eligible for reinstatement of the license(s) with the payment of a Reinstatement Fee of \$200, in addition to the \$150 Renewal Fee, per license per location and completion of all renewal requirements. The reinstatement period will be available through July 31, 2022. During the reinstatement period no Idaho licensable business activities may be conducted until the license renewal application is approved and a new expiration date of May 31, 2023, is reflected on the Department's website. Licenses not fully renewed by July 31, 2022, will remain permanently expired.

The Department strongly encourages its licensees to **BEGIN THE RENEWAL PROCESS IMMEDIATELY TO HELP ENSURE AGAINST UNNECESSARY INTERRUPTION OF BUSINESS ACTIVITIES.** Licensees who delay the submission of their license renewal application forms typically find that they do not have adequate time to cure license renewal deficiencies, which leads to the unnecessary expiration of existing licenses and the necessity of paying reinstatement fees.

Note: Licensees who fully complete transition of their company and branch licenses to the Nationwide Multistate Licensing System (NMLS) prior to May 31, 2022, reflecting a current

#### **CONSUMER FINANCE BUREAU**

Mail To: P.O. Box 83720, Boise ID 83720-0031

Phone: (208) 332-8002 Fax: (208) 332-8099

<https://www.finance.idaho.gov>

license expiration date of December 31, 2022 in NMLS, and an “Approved-” status, DO NOT have to file the annual paper renewal application form but *MUST file the 2021 Annual Report of lending activity*. If your firm does NOT have a **completed** license transition to NMLS by May 1, 2022, it is strongly suggested that a paper license renewal package be submitted to the Department by May 1, 2022, in order to avoid a possible interruption in business activities. Any duplication of fees paid (e.g. Idaho license renewal fee or transition fee) will be refunded once the transition to NMLS is completed as long as the completion date is by July 31, 2022. If the transition is not completed timely or the licensee withdraws a transition request, any fees paid through NMLS or to the Department will NOT be refunded.

**PAPER LICENSES ARE NOT ISSUED BY THE DEPARTMENT OF FINANCE UPON SUCCESSFUL RENEWAL.** To verify renewal completion, or to verify active licensure, please visit the Department’s website at:

[www.finance.idaho.gov/ConsumerFinance/ConsumerCreditLicense.aspx](http://www.finance.idaho.gov/ConsumerFinance/ConsumerCreditLicense.aspx).

Please check each category of license type from the drop-down menu if you do not immediately find a listing of your organization. Renewed licenses will reflect a new expiration date of May 31, 2023.

If you have any questions, please contact the Licensing Section of the Consumer Finance Bureau at (208) 332-8002 option 5 or via email at: [icc.mail@finance.idaho.gov](mailto:icc.mail@finance.idaho.gov).



Regular Mail:  
 Idaho Department of Finance  
 P.O. Box 83720  
 Boise, ID 83720-0031  
 (208) 332-8002

Overnight Mail:  
 Idaho Department of Finance  
 550 W. State St.  
 Boise, ID 83702-0031

## 2022 ANNUAL RENEWAL FORM FOR IDAHO LICENSED REGULATED LENDERS AND PAYDAY LENDERS

(The term “Regulated Lender” includes finance companies, wholesale mortgage lenders, and vehicle title lenders)

This License Renewal package should be completed **ONLY** by licensees that continue to manage their licenses in the “paper format,” with a license expiration date of May 31, and have **NOT** utilized the online Nationwide Multistate Licensing System (NMLS).

|  |                                      |                                     |
|--|--------------------------------------|-------------------------------------|
| Full Legal Name of Applicant   |                                      | License Number (“Home/Main” Office) |
| DBA, or Assumed Name of Applicant, if Applicable:                            |                                      | <u>EIN/TIN</u>                      |
| Home/Main Office Street Address:   |                                      |                                     |
| City:  | State:                               | Zip Code:                           |
| Mailing Address (street or post office box address if different than above): |                                      |                                     |
| City:  | State:                               | Zip Code:                           |
| Business Phone Number:   | Website:                             |                                     |
| Email Address:   | Complaint Contact Person:            |                                     |
| Complaint Contact Phone Number:  | Complaint Contact Email:             |                                     |
| Manager/Branch Manager for Main Office location:                             | Manager/Branch Manager Phone Number: |                                     |

**PLEASE ANSWER THE FOLLOWING. DO NOT LEAVE ANY ANSWERS BLANK.**

1. **Has the manager/branch manager for this “home/main” office location, or of any branch office location, changed since the last license renewal or since initial licensing if after April 1, 2021?** Yes \_\_\_\_ No \_\_\_\_  
 \*\*\*If yes, please provide a Form(s) ICC2 and a detailed verification of experience for each new manager

2. **Has the licensee made any changes to its name, d/b/a, Control Persons or structure type since the last license renewal or since initial licensing if after April 1, 2021?** Yes \_\_\_\_ No \_\_\_\_  
 \*\*\*If “Yes” please contact the Department for additional filing instructions prior to filing renewal application.

3. **Contact Person:**

**This person will be responsible for all Department communications such as licensing, license renewals, examinations, newsletters, press releases, etc., and dissemination to any appropriate parties. Provision of a contact name and email address, and keeping them current on file with the Idaho Department of Finance is the responsibility of the licensee and is mandatory to obtain and retain a license.**

|         |   |
|---------|---|
| Name    | Phone                                     |
| Address | Email (email address is <b>required</b> ) |

4. The licensee remains in good standing and current with the Idaho Secretary of State's office. Yes \_\_\_\_\_ No \_\_\_\_\_  
Includes any d/b/a names used in Idaho. *License cannot be renewed if filing is not in good standing.*
5. The background disclosure information previously provided to the Department in any license application/renewal process is accurate and current including, but not limited to, criminal, civil, arbitration, termination and regulatory disclosures pertaining to the licensee, its officers, directors, members, partners, and parties with a twenty-five percent (25%) or more equity ownership in the licensee. Yes \_\_\_\_\_ No \_\_\_\_\_

*(If you marked "No" to 4 or 5 above please contact the Department for filing instructions before submitting a renewal request)*

**PLEASE SUBMIT A COMPLETE RENEWAL PACKAGE BY MAY 1, 2022**

License renewal applications received after May 1, 2022, may not be able to be timely processed to allow correction of any deficiencies. Approved license renewals will be posted daily to the Department's website at [www.finance.idaho.gov](http://www.finance.idaho.gov) reflecting the new license expiration date of May 31, 2023. Attempted status checks will delay the process. Renewals not postmarked AND complete by June 1, 2022, will cause the license(s) to expire by operation of law.

License Renewal Applications not submitted by May 31, 2022, and License Renewal Applications that are not completed by June 1, 2022, will be eligible for reinstatement of the license(s) with the payment of a Reinstatement Fee of \$200 per license per location and completion of all renewal requirements, including the renewal fee of \$150 for a total of \$350 per license per location. The reinstatement period will be available through July 31, 2022. During the reinstatement period no Idaho licensable business may be conducted until the license renewal is approved and a new license expiration date of May 31, 2023, for the licensee is reflected on the Department's website. Licenses not fully renewed by July 31, 2022, will remain permanently expired.

PAPER LICENSES ARE NOT ISSUED UPON COMPLETION OF THE LICENSE RENEWAL PROCESS. LICENSE STATUSES MAY BE VERIFIED ON THE DEPARTMENT'S WEBSITE AT [www.finance.idaho.gov](http://www.finance.idaho.gov).

**\*READ\* EACH RENEWAL PACKAGE MUST CONTAIN THE FOLLOWING:**

- A. **Completed License Renewal Application Form Identifying EACH Location to Be Renewed**
  - **DO NOT LEAVE ANY SECTION BLANK**
- B. **Completed Annual Report reflecting 2021 lending activity**
- C. **\$150 Renewal Fee for EACH license at EACH Licensed Location (e.g. one regulated lender license plus one payday lender license at 123 Main Street would be 2 x \$150 = \$300). If filed after June 1, 2022, include an additional \$200 as a reinstatement fee per license per location.**

I affirm that the forgoing statements and any attachments, including disclosures, explanations or other submitted documentation or representations, are true and correct to the best of my knowledge. I further certify that I have read and agree to fully abide by the provisions of the Idaho Credit Code and will not engage in any prohibited practice thereunder.

I understand that any false or misleading information in this renewal application or attachment submitted as part of this renewal application may be grounds for administrative action.

\_\_\_\_\_  
Signature (person authorized to sign on behalf of Licensee)

\_\_\_\_\_  
Printed Name Date

\_\_\_\_\_  
Title Email Phone

**Licensed Locations to be Renewed**

Complete the following information for all **existing** licenses to be renewed *(except for those with a May 31, 2023 expiration date listed on the Department's website at [www.finance.idaho.gov](http://www.finance.idaho.gov))*. Attach additional page(s) if necessary.

**Be sure to include all required information and appropriate license renewal fees for each license at each location – or license renewal applications cannot be completed.**

A list of license numbers is available on the Internet at [www.finance.idaho.gov](http://www.finance.idaho.gov)

| <b>License #</b><br>(List Home<br>Main Office<br>First) | <b>Physical Street Address</b><br>(List Home/Main Office First) | <b>DBA (if applicable)</b> | <b>Manager or<br/>Branch Manager in<br/>Charge*</b> | <b>Phone</b><br>(with area code) |
|---|---|----------------------------|---|----------------------------------|
|   |   |                            |   |                                  |
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|   |   |                            |   |                                  |

**\*If different than listed on the Department's website, refer to question one (1) for information to be provided.**

**\*\* Provision of an email address and keeping it current with the Department of Finance is the responsibility of the licensee and is mandatory to obtain and retain a license.**

**IDAHO 2021 ANNUAL REPORT**  
**Complete this form ONLY for Idaho activity conducted in 2021**

**Due By May 31, 2022**

Home/Main Office License # \_\_\_\_\_

Home/Main Office NMLS ID#: \_\_\_\_\_

Licensee Name: \_\_\_\_\_

Send the completed Annual Report Form to the Idaho Department of Finance at [ICC.mail@finance.idaho.gov](mailto:ICC.mail@finance.idaho.gov) or mail to PO Box 83720, Boise, Idaho 83720-0031.

Questions: Call 208-332-8002 or email [ICC.mail@finance.idaho.gov](mailto:ICC.mail@finance.idaho.gov)

**Mortgage Lenders and Servicers:** Origination and servicing activities pertaining to Idaho 1-4 unit residential mortgage loans, regardless of occupancy type (owner, 2nd home, investment), conducted in 2021, should be reported on the Mortgage Call Report (MCR) through NMLS.

**Consumer Purpose Lending-**Lending made primarily for personal, family or household use to **Idaho residents.**

**\*\*\*All residential mortgage loan servicing requires a Mortgage Broker/Lender License under the Idaho Residential Mortgage Practices Act as of July 1, 2020. The Regulated Lender License is no longer applicable for this activity.**

**Student Loans:** Activity to be reported consists of student loans made to, or first party or third party serviced for, Idaho residents.

| <b>1. TOTAL REGULATED CONSUMER LOANS MADE IN 2021:</b>  | <b>\$\$\$ Dollar Amount</b> | <b>## Number of Accounts</b> |
|---|-----------------------------|------------------------------|
| A. Secured by a car, boat, RV, furniture, or other collateral (do not include single payment Title Loans reported in Section 5 below) | \$ _____                    | # _____                      |
| B. Unsecured (do not include Payday Loans reported in Section 4 below) Credit Card, Other (signature, etc.)                           | \$ _____                    | # _____                      |
| Student Loans:  | \$ _____                    | # _____                      |
| <b>2. TOTAL REGULATED CONSUMER LOANS THAT, IN 2021, RESULTED IN:</b>  | <b>\$\$\$ Dollar Amount</b> | <b>## Number of Accounts</b> |
| A. Repossession:  | \$ _____                    | # _____                      |
| B. Charge-off:  | \$ _____                    | # _____                      |
| <b>3. IDAHO LOANS SERVICED:</b>   | <b>\$\$\$ Dollar Amount</b> | <b>## Number of Accounts</b> |
| A. Total <b>STUDENT LOANS</b> being serviced as of December 31, 2021 (regardless of loan originating firm)                            | \$ _____                    | # _____                      |
| B. Total non-mortgage <b>CONSUMER LOANS</b> (excluding Payday and Title Loans reported below) being serviced as of December 31, 2021  | \$ _____                    | # _____                      |

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|---|---|
| <b>4. SHORT-TERM PAYDAY LOANS* MADE IN 2021:</b>    | <b>5. SHORT-TERM VEHICLE TITLE LOANS** MADE IN 2021:</b>        |
| •Total dollar amount loaned in 2021: \$ _____       | •Total dollar amount loaned in 2021: \$ _____                   |
| •Total number of payday loans made in 2021: # _____ | •Total number of initial 30-day title loans made in 2021: _____ |

|  |   |
|--|---|
| •Smallest loan made: \$ _____  | •Total number of loans refinanced/renewed in 2021: _____  |
| •Largest loan made: \$ _____   | •Smallest title loan made: \$ _____   |
| •Current fee charged on \$100 loaned per 14-day period: \$ _____   | •Largest title loan made: \$ _____  |
| •Average loan term in days: _____  | •Current finance charge on \$100 loaned per 30-day Period: \$ _____   |
| •Number of loans renewed in 2021: _____  |   |
| •Number of returned NSF checks in 2021: _____  | •Total number of vehicles repossessed in 2021: _____  |
| •Total number of lawsuits filed against payday loan borrowers in 2021: _____   | •Total number of vehicles sold after repossession in 2021: _____  |
| •Total number of payday loans rescinded by next business day per Idaho Code §28-46-413(12): _____                                | •Total number of lawsuits filed against title loan borrowers in 2021: _____   |
| •Total number of extended payment plans entered into in 2021: _____  | •Total number of title loans rescinded by next business day per Idaho Code §28-46-506(2): _____   |
| •Total number of extended payment plans successfully completed in 2021: _____  |   |
| * Short-term consumer loans of \$1,000 or less plus fees, secured by the borrower's personal check or the electronic equivalent. | ** Consumer purpose loan of 30 days or less that is secured by a non-purchase money security interest in titled personal property and that is scheduled to be repaid in either a single installment or in multiple installments that are not fully amortized. |

Certification of an owner, officer, partner or member: I HEREBY CERTIFY that the statements contained in this report or any attachments are true and correct and represent the loan and/or servicing activity of the above-named lender for the period January 1, 2021, through December 31, 2021.

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Fax: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_