



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

Overnight Mail:  
Idaho Department of Finance  
11341 W Chinden Blvd Suite A300  
Boise, ID 83714

## 2025 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, rather than by utilizing 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, 2024?** 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, 2024?** 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/Fax
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, 2025**

License renewal applications received after May 1, 2025, 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, 2026. Attempted status checks will delay the process. **Renewals not postmarked AND complete by June 1, 2025, will cause the license(s) to expire by operation of law.**

License Renewal Applications not submitted by May 31, 2025, and License Renewal Applications that are not completed by June 1, 2025, 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, 2025. 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, 2026, for the licensee is reflected on the Department's website. Licenses not fully renewed by July 31, 2025, 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).

### **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 2024 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, 2025, 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, 2026, 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> (List Home Main Office First)	<b>Physical Street Address</b> (List Home/Main Office First)	<b>DBA (if applicable)</b>	<b>Manager or Branch Manager in Charge*</b>	<b>Phone</b> (with area code)

\*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.**