

**DFI Universal License Renewal Instructions****Time Sensitive****Read Carefully and Make Note**

This information affects the accurate and timely renewing of your license.

Each Licensee: Must complete all the forms in the renewal package. You must answer all questions on the forms; only if you need extra space will you add an attachment page. Make sure all attachments are properly labeled. If a question does not apply, write NA or None. If you have more than one license with this Department, you will need to keep each renewal separate. Each packet should be separate and complete (i.e. Renewal, Fees, Attachments, Certificate of Good Standing, Financials, etc).

Order Now: Licensees must provide with their renewal a "current" (dated within 3 months of your license types renewal due date) Certificate of Good Standing from the Arizona Corporation Commission (ACC) if you are a Corporation, LLC, LTD, LC, Association (if you are a Sole Proprietor or Partnership this does not apply). Contact the ACC Corporate Records Section @ 602-542-3026 or toll free within Arizona @ 800-345-5819, or via website @ www.cc.state.az.us. If the licensee is domiciled in another state you must also provide a "current" (dated within 3 months of your license types renewal due date) Certificate of Good Standing from the state of corporation or organization.

Audited Financials: (Money Transmitters, Trust Company and Escrow Agents Only) Provide the Department with a current Original CPA Bound audited financial statement prepared by a licensed Independent Certified Public Accountant. If the audited financials are older than 6 months, include a current Balance Statement and Income & Loss Statement signed by one of the owners or officers on file with the Department. If the financials list a negative Net Worth, attach a written explanation and what steps are being taken to prevent this in the future. Note: Each licensee must have its own financial statement attached (this does not include branches).

Unaudited Financials: (Excludes Money Transmitters, Trust Company, Motor Vehicle Dealer, Sales Finance Company and Escrow Agents) For those license types that only require a current annual financial report in lieu of audited financials. The current annual financials are to be signed by one of the owners or officers on file with the Department. The current financials should include a Balance Statement and Income & Loss Statement. If the financials list a negative Net Worth, attach a written explanation and what steps are being taken to prevent this in the future. Note: Each licensee must have its own financial statement attached (this does not include branches.)

To verify that this department received your renewal, check with your courier or the mail delivery service that you used. You may also check with your bank to see if the check cleared the account.

To verify when your license has been renewed by the Department, visit our website at azdfi.gov click List of Licensees, click on Escrow Agents, then do Ctrl + F to activate the find feature and enter the licensee name or license number. Our website updates nightly. Licensees only appear on our website if their status is Active. Your license has renewed if the expiration date has changed. Renew early to allow for renewal processing time. New license certificates are not issued when renewing your license.

Note on Financials: (Applies to Collection Agency, Consumer Lender, Debt Management, Money Transmitter, Escrow Agent and Trust Company) Must file special reports for certain periods of the year. This is in conjunction with the annual financials. See azdfi.gov website under Licensing then Download Reports and Forms.

How To Make Changes To Your License: For instructions on how to make changes to your current license visit our website at www.azdfi.gov, click on the Licensing tab then click on "Changing your License". Download the instructions and change form here.

Incomplete Renewals: Can cause delays in the renewal processing. Please double check your renewal for completeness.

Late Renewals: Any late renewals received by the Department are subject to Administrative Action and the assessment of Civil Money Penalties



Not Renewing License: If you are not renewing your license and wish to surrender your license, please return original license with a letter signed by one of the owners or key officers on file with this department. This form can be accessed at our website www.azdfi.gov/licensing/change_form.htm

Please note: (Excludes Collection Agencies) If your renewal is approved we do not issue new licenses. The only time we issue new licenses is when there has been a change in the information that is on the license and you have provided the proper documentation and fee to update that information.