



## ARIZONA DEPARTMENT OF FINANCIAL INSTITUTIONS

Lauren W. Kingry  
Superintendent of Financial Institutions

Janice K. Brewer  
Governor

### Authorized Delegates Submission Instructions

The Authorized Delegate information should be entered into an Excel spreadsheet with each column labeled with the following titles.

Authorized Delegate Number  
Effective Date  
Money Transmitter Licensee  
Authorized Delegate  
Business Location Address  
Business Location City  
Business Location State  
Business Location Zip Code croissant

1. List your Authorized Delegate Number that was issued to you by DFI. You may locate your Authorized Delegate Number on the certificate that was issued to you. Please include "AD" with your number. Do not include any internal numbers you may have assigned to your Authorized Delegates. You must list the Authorized Delegate number in the following format: AD-XXXXXXX

Note: If you have an active Authorized Delegate for which you have not received a certificate from DFI, please include "NEW" in the Authorized Delegate number column.

2. List the Effective date on your authorized delegate certificate that was issued to you by DFI. You do not need to list the closed dates or any Authorized Delegates that are no longer active.

Note: If you have an active Authorized Delegate for which you have not received a certificate from DFI, please include "NEW" in the Authorized Delegate Effective date column.

3. Please list the name of the Money Transmitter Licensee as the full / correct legal business name. List the name exactly as it appears on your Money Transmitter license that was issued to you by DFI.

4. Please list the name of the Authorized Delegate as the full / correct legal business name. Do not use an abbreviation such as "Cir K" instead of "Circle K store # 1234".

5. List the physical address of each Authorized Delegate in the appropriate column. The Department issues notices for authorized delegate "locations". As such it is very important that the physical business location address, not a mailing address, be provided. P.O. boxes are not acceptable for location addresses.

When all the active Authorized Delegates have been entered and the spreadsheet is complete, please email it as an attachment to [rfergus@azdfi.gov](mailto:rfergus@azdfi.gov). Please put "AUTHORIZED DELEGATE DATA 03-31-2011" in the subject line of the email.

# Department of Financial Institutions State of Arizona

## Authorized Delegate Notice

Money Transmitter Licensee  
**MoneyGram Payment Systems, Inc.**

Money Transmitter full / correct  
legal business name

# MT-0019013

Licensee designates as an Authorized Delegate by contract  
under Title 6, Chapter 12, Article 1, Arizona Revised Statutes

**Chevron Mesa Star**

Authorized Delegate  
full / correct legal

at

7956 E. University Drive  
Mesa, AZ 85207  
# AD-0039909

Authorized Delegate #

Effective: 03/01/2011

Effective Date

For Consumer Complaints or Questions contact:

Arizona Department of Financial Institutions  
2910 N. 44<sup>th</sup> Street, Suite 310  
Phoenix, Arizona 85018  
(602) 255-4421

### Important Additional Information Regarding Your Next Quarterly Report

The next Quarter ends on June 30, 2011 and your next Quarterly Report is due by August 15, 2011. In order to avoid inconsistencies and to provide clarification, DFI is listing the following guidelines to assist you in structuring your future Quarterly Reports.

A. The name of the owner of the Authorized Delegate business is not relevant nor needs to be included in this report or in any quarterly reports.

B. When submitting future quarterly reports and adding or closing authorized delegate locations the only information that should be submitted to DFI is the true business name of the authorized delegate, authorized delegate's street address, city, state, zip code, date opened as authorized delegate, and date closed if applicable. Internal identification numbers, contact information, etc. is not needed.

C. Changes with the authorized delegate such as ownership are not reported to the Department. Only when the authorized delegate changes the business name or location, is any action required. In the event of a business name or location change the authorized delegate must be terminated under the old name / location and then added with the new name and or location.

D. Unless specifically instructed by the Department, do not submit a complete list of authorized delegate locations with the quarterly reports. Only added and terminated locations are to be reported.

E. If the company uses banks and or credit unions for agents these locations are not to be reported as authorized delegates. They are exempt locations under the money transmitter statutes.

F. It is very important that the submitted authorized delegate information be accurate and be limited to the requested information only. The authorized delegate notices are issued with the name and location as reported to the Department.

For questions regarding this Memo please contact Richard Fergus, Licensing Division Manager at (602) 771-2800.