What are the NMLS Business Activities authorized under this license?

This license authorizes the following business activities:

- Consumer loan brokering
- Consumer loan servicing
- Third-party debt collection
- Payday lending—online
- Payday lending—storefront
- Title lending

What are the pre-requisites for application?

- Net asset requirement of $25,000 per location
- Criminal background check for principal parties
- Relevant business finance experience or education

Please note that fees collected through NMLS are non-refundable or transferable

Complete	Requirement Items	Submitted via...
Note	**NEW BRANCH LICENSE FEES:** **Total Fee: $1,025** Includes a **$1,000 TX-OCCC License Fee** and a **$25 NMLS Processing Fee**. *For any other fees, such as amendment, renewal, or other applicable fees, please refer to the appropriate fee schedule or payment instructions. Please note that fees collected through NMLS are non-refundable or transferable*	**N/A**
Note	**BRANCH (MU3):** Submit and complete the Branch (MU3) in NMLS. This form serves as the license transition request through NMLS. Please see the Transitioning an Existing Branch License Quick Guide by	**N/A**

	visiting:https://mortgage.nationwidelicensingsystem.org/knowledge/Products/nmls/pubs/ugCompState/licensing/company/topics/licComp_branch_MU3newApp_creating.html?hl=creating%2Cmu3%2Cnew%2Capplication%2Cfiling Note to Sole Proprietors Sole proprietors should use their full legal name (last, first, full middle) as the company legal name. Trade names, other business names, doing business as (DBA), etc., can be added later and should not be entered as the legal name for sole proprietor account requests. If the sole proprietor does not have an IRS Employer Identification Number and uses his or her social security number (SSN) instead, the sole proprietor should enter the SSN into the Company Account Request Form. If you have questions, contact the NMLS Call Center at 855-665-7123.	
Note	**BRANCH MANAGER:** NMLS requires every licensed branch to designate a Branch Manager. The designated individual must have an active NMLS account. Any person listed as a Branch Manager on the MU3 must complete their own MU2 filing. A single individual may serve as the Branch Manager for multiple branch locations if they actively oversee those operations. *The Branch Manager may also serve as the Compliance Officer.*	**N/A**
☐	**FINANCIAL STATEMENTS:** See the License Requirements and Fees Chart on the NMLS Resource Center for details related to this Requirement. • Audited financial statements- must not be older than one year from date of application submission and do not need bank confirmation. • Unaudited financial statements- must be in accordance with GAAP and not older than 90 days prior to application submission and must submit completed bank confirmation. See "Bank Confirmation" item below.	**Upload via Document Upload Section of MU3 - Additional Requirement(s)**

	• File name should be "TX OCCC - CAB Branch NMLS ID [Number] Financial Statement - Audited [or Unaudited].pdf" The OCCC financial statement and supporting financial information forms can be found by visiting: https://occc.texas.gov/wp-content/uploads/2026/01/adm17-personal-fin-stmt.pdf https://occc.texas.gov/wp-content/uploads/2026/01/adm18-fin-sched-1-3.pdf https://occc.texas.gov/wp-content/uploads/2026/01/adm19-fin-sched.pdf Guidance Notes: Please provide financials that are less than 90 days old. For unaudited financials, any "cash in banks" or "cash in a financial institution" require bank confirmation(s) to count those amounts towards your final net asset. See "Bank Confirmation" item below for more information. When completing financials, please keep in mind that each regulated lender license requires $25,000 in net assets. Although some items may be considered assets by GAAP standards, they may not be considered assets per the Texas Administrative Code or Texas Finance Code. In general TAC defines assets as "convertible to cash within 10 days." To reference this requirement, please review §83.3002(C) of the Texas Administrative Code: https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=12%2F09%2F2025&recordId=216886 Financial Statements will be attached to your record. To complete your pending Company (MU1) Form, return to the Filing tab and proceed with the form. See the Financial Statements Quick Guide for instructions.	
☐	**BANK CONFIRMATION:** Please upload a completed bank confirmation form found at the link below.	**Upload via Document Upload Section of MU1 - Additional Requirement(s)**

	Unaudited financials - any "cash in banks" or "cash in a financial institution" require bank confirmation(s) to count those amounts towards your final net asset. Audited financials – do not need a bank confirmation. • File name should be “TX OCCC - CAB Branch NMLS ID [Number] Bank Confirmation.pdf" To obtain a copy of the bank confirmation form, please visit: https://occc.texas.gov/wp-content/uploads/2025/11/Bank-Confirmation-bcirevised2025.pdf	
☐	**TEXAS SECRETARY OF STATE CREDIT SERVICES ORGANIZATION CERTIFICATE:** Applicants must upload a copy of the Credit Services Organization certificate. The exact license location must be displayed on the certificate. All CAB applicants/licensees are required to register active locations with the Texas Secretary of State as a Credit Service Organization. Please upload your Credit Services Organization Registration Certificate. • File name should be “TX OCCC - CAB CSO Certificate.pdf” If you have not registered with the Texas Secretary of State, please contact them at (512) 475-0775. Once you have registered, please upload your certificate. Please visit to obtain a certified copy of the certificate either by mail, online or by regular mail: https://www.sos.state.tx.us/corp/copies.shtml	**Upload via Document Upload Section of MU1 - Additional Requirement(s)**
☐	**THIRD PARTY LENDER DISCLOSURE:** Provide the names, physical addresses, and telephone numbers of all third-party lender organizations with which the business contracts to provide services from which the business arranges extensions of consumer credit. If the business uses more than one third-party lender, specify the branch or location that will be using the services of the identified third-party lender.	**Upload via Document Upload Section of MU1 - Additional Requirement(s)**

	• File name should be "TX OCCC - CAB Third Party Lender Disclosure.pdf" The OCCC Credit Access Business Third-Party Lender Organizations form can be found here: https://occc.texas.gov/wp-content/uploads/2025/11/cab12-third-party-lenders.pdf	
☐	**OTHER TRADE NAMES (OTN):** A Company or Branch sometimes uses a name that is not its official legal name. This extra name might be called a: Trade Name | Assumed Name | Doing Business As (DBA) Any extra name must be listed in the Other Trade Names section of the Company Form (MU1) and a copy of the TX-SOS Assumed Name certificate should be uploaded to the MU1 Document Upload Section. Sole Proprietors, please submit your Other Trade Name, (Assumed Name Certificate (ANC) or Doing Business As (DBA) document) documentation in the MU1 Document Upload Section. File should be named "TX-OCCC – OTN Supp Doc.pdf" One OTN Allowed Per License Each Company license and each Branch license can include one extra trade name at no additional cost. **Other trade name licenses are required when you use two or more trade names at one address.** Multiple Branches with the Exact Same Extra Name Even if multiple branches use the exact same trade name, each branch that operates under **two or more trade names** must obtain its own **OTN–Branch License** for each additional trade name requiring licensure. **Examples** Company License Example	**Upload via Document Upload Section of MU1 – Trade Name/Assumed Name Registration Certificates**

Gold Financing Company uses:

“Silver Financing” → first extra name → no extra license
“Bronze Financing” → second extra name → needs OTN–Company License

Branch License Example

Branch #1

Gold Financing Company of Austin → first trade name → no extra license
“Bronze Financing” → second trade name → needs OTN–Branch License

Branch #2

Gold Financing Company of Manor → first trade name → no extra license
“Bronze Financing” → second trade name → needs OTN–Branch License

Branch #3

Gold Financing Company of Killeen → first trade name → no extra license
“Bronze Financing” → second trade name → needs OTN–Branch License

In the example above, Gold Financing Company would need:

- 1 Company License and 1 OTN Company License as well as,
- 3 Branch Licenses and 3 OTN Branch Licenses

Required Supporting Documents for an OTN License

When applying for an OTN license in NMLS, upload documents in the MU1 form under Trade Name/Assumed Name Registration Certificates and name the file: "TX-OCCC – OTN Supp Doc.pdf” Acceptable supporting documents:

Assumed Name Certificate (ANC) from the Texas Secretary of State
DBA certificate (for sole proprietors), usually from a county clerk or state agency

Certificates are generally only valid for 10 years. Please confirm that your certificate is active before uploading. Expired certificates are not accepted.

If you are not sure whether you need a DBA (Doing Business As) or Assumed Name Certificate, or if you need help getting a copy, please

	contact the Texas Secretary of State at (512) 463-5555 or visit https://www.sos.state.tx.us/corp/index.shtml. **Sole proprietors should contact their local county clerk's office for information about DBA and assumed name filings.**	
☐	**TRANSFER OF OWNERSHIP:** TRANSFER OF OWNERSHIP: This item is not a required item and only applies to ownership transfers. If you are transferring ownership, please follow the steps outlined below. Otherwise, you may disregard this section. Please provide documentation evidencing the transfer of ownership, which may include: A copy of the asset purchase agreement when only assets have been purchased A copy of the purchase agreement or other evidence relating to the acquisition of the equity interest of the licensee Documents transferring ownership by gift, devise, or descent (e.g., probated will or court order) Any other documentation evidencing the transfer event File name should be "TX OCCC - CAB Transfer of Ownership.pdf" Such documentation must clearly demonstrate the seller's (_______) intent to transfer the license or ownership interest to the buyer (___________). Permission to Operate Under Seller's License: If the seller has authorized you to operate under their license while your application is in review, you must complete and upload the "Request for Permission to Operate" form. This form is available at the following link: https://occc.texas.gov/wp-content/uploads/2026/01/PTO_Request_NMLS.pdf **This item is not a required item and only applies to ownership transfers.** NOTE: Regarding EIN Changes - If the transfer of ownership results in a change to the business's EIN, please contact the NMLS Call Center for guidance. EIN changes cannot be processed within the existing account.	**Upload via Document Upload Section of MU3 - Additional Requirement(s)**

Additional Requirements & Fees	
Application Fee	$200.00
Application Fee Additional Information	Investigation Fee
License Registration Fee	$800.00
License Registration Fee Additional Information	New Application Fee $600 + Texas Financial Education Endowment Fee $200
NMLS Processing Fee	$25.00
Credit Report Required for Branch Manger	No
CBC Requirements for Branch Manager	None