What are the NMLS Business Activities authorized under this license?

This license authorizes the following business activities:

Consumer loan lending, High cost home loans – Broker, High cost home loans – Lender, Home equity lending/lines of credit – Broker, Home equity lending/lines of credit – Lender, Lead generation, Manufactured housing financing – Broker, Manufactured housing financing – Lender, Master servicing, Mortgage loan modifications, Mortgage loan purchasing, Second mortgage brokering, Second mortgage lending, Subordinate lien mortgage servicing, Third party mortgage loan processing, Third party subordinate lien mortgage servicing, Consumer loan brokering, Consumer loan servicing, Earned wage access – Direct to consumer, Payday lending – online, Payday lending – storefront, Private student loan lending, Private student loan servicing, Refund anticipation lending, Retail installment selling, Sales finance company activities – general, Sales finance company activities – motor vehicles, Title lending, First party debt collection, Non-mortgage loan modifications, Passive debt buying, Third-party debt collection

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 COMPANY LICENSE FEES:** **Total Fee: $920** Includes a **$800 TX-OCCC License Fee** and a **$120 NMLS Processing Fee**.	**N/A**

	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	
Note	**COMPANY FORM (MU1):** Submit and complete the Company (MU1) in NMLS. This form serves as the new company license request through NMLS. Please see the Company (MU1) Form Filing Instructions by visiting: https://mortgage.nationwidelicensingsystem.org/knowledge/Products/nmls/pubs/ugCompState/licensing/company/topics/licComp_MU1newAppFiling_creating.html 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.	**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 60 days prior to application submission and must submit a completed bank confirmation. Please “Bank Confirmation” item below. • File should be named "TX OCCC - Reg Lender Financial Statement - Audited [or Unaudited].pdf"	**Upload via Document Upload Section of MU1 - Additional Requirement(s)**

	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. *Guidance Notes: Please provide financials that are less than 60 days old.* *For unaudited financials, any "cash in banks" or "cash in a financial institution" require bank confirmation(s) in order 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 $25,000 in net assets. Although some items may be considered assets per GAAP standards, they may not be considered assets per the Texas Administrative Code or Texas Finance Code. In general TAC defines assets as "convertible to cash within 10 days."* To reference this requirement, please review §83.302(j) of the Texas Administrative Code: https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=05%2F26%2F2025&recordId=193118 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. • Unaudited financials - any "cash in banks" or "cash in a financial institution" require bank confirmation(s) in order to count those amounts towards your final net asset. • Audited financials – do not need a bank confirmation. File should be named "TX OCCC - Reg Lender Bank Confirmation.pdf"	**Upload via Document Upload Section of MU1 - Additional Document**

	To obtain a copy of the bank confirmation form, please visit: https://occc.texas.gov/wp-content/uploads/2025/11/Bank-Confirmation-bcirevised2025.pdf	
☐	**RESIDENT/REGISTERED AGENT:** The registered agent is an individual or entity designated to receive legal notices and service of process. The registered agent's address must be a valid mailing address in Texas. P.O. box addresses are not permitted. If the applicant is a corporation, limited partnership, LLP, or LLC, then the registered agent's name and address should match the information on file with the Texas Secretary of State.	**NMLS – MU1**
☐	**PRIMARY CONTACT EMPLOYEES:** The following individuals must be listed in the Contact Employees section of the Company Form (MU1). • Primary Company Contact- This individual serves as the company's compliance officer. • Primary Consumer Complaint Contact- This individual is responsible for addressing consumer complaints on behalf of the company.	**NMLS – MU1**
☐	**BOOKS AND RECORDS CUSTODIAN INFORMATION:** Applicants must list the location where books and records are stored, specifically where Texas transaction records will be maintained. They should also list the name of the individual at this location that should be contacted with inquiries about or to gain access to the storage location. Multiple contacts for record retention are allowed in the system and you must specify contact by industry type(s) and state(s). You can use the comments field to specify the types of records being retained by your company at that location. NOTE: If records are stored outside Texas, applicants must either accept responsibility for travel expenses and assessment fees incurred during examinations or ensure all records are accessible for examination within Texas.	**NMLS – MU1**

☐	**KEY INDIVIDUALS:** Direct Owners, Executive Officers and Indirect Owners must be identified on the Company (MU1) Form. IN ADDITION, any direct owner with 10% or more ownership in the applying entity must be designated as a "Qualifying Individual" on the Company (MU1) Form. **Only one MU2 Form is required per individual (principal party), whether they are listed as a Direct Owner, Executive Officer, Indirect Owner, or Qualifying Individual. NOTE: If 10% or more ownership is held by an entity rather than an individual, you must identify one to three officers or other employees with substantial involvement in the company's operations governed by Tex. Fin. Code ch. 342. These individuals should also be designated as "Qualifying Individuals" on the NMLS Company (MU1) Form.	**NMLS – MU1 & MU2**
☐	**BUSINESS OPERATING PLAN:** Upload a comprehensive business plan that includes details about 1. the source of customers, 2. the purpose of loans, 3. the size of loans, 4. the source of working capital. For further guidance, refer to the OCCC Business Operation Plan form at the following link: https://occc.texas.gov/wp-content/uploads/2026/08/reg-12-business-operation-plan082026.pdf If an existing business plan that meets the above requirements has already been uploaded, do not upload a duplicate. There should only be one business plan on file. Any state-specific information should be incorporated into that one document. File should be named "TX OCCC Reg Lender Business Operating Plan.pdf"	**Upload via Document Upload Section of MU1 - Business Plan**
☐	**CERTIFICATE OF GOOD STANDING:**	**Upload via Document Upload Section of**

	Follow the steps below to obtain and submit the required Franchise Tax Account Status documentation, ensuring that the entity's status is active and the search was conducted within three months of the application submission. This is also called Certificate of Good Standing.
	
	Instructions:
	
	1. Visit https://mycpa.cpa.state.tx.us/coa/
	2. Enter the entity name exactly as listed in your NMLS application.
	3. Run a search for the entity name. Ensure that the search date is within the last three months.
	4. Upload a screenshot or a pdf of the certificate, making sure that:
	    ○ The "As of" date is within the last three months.
	    ○ The status is marked as "Active."
	5. File should be named "TX OCCC - Reg Lender Certificate of Good Standing.pdf"
		MU1- Certificate of Good Standing

☐	**TEXAS FORMATION DOCUMENTS:** Applicants must upload official formation documents issued by the Texas Secretary of State. These documents must be file-stamped by the Secretary of State, showing they were formally received and recorded. The file stamp typically includes the filing number and document number. Common document titles include: • Certificate of Formation • Application for Registration • Certificate of Authority These documents should list key information such as managers, members, and the registered agent. A Certificate of Filing does not meet this requirement. For assistance obtaining these documents, visit: https://www.sos.state.tx.us/corp/sosda/index.shtml File name: TX OCCC – [Company Legal Name] Formation Documents.pdf NOTE: Sole proprietors are not required to submit this item**	**Upload via Document Upload Section of MU1 - Formation Document**

☐	**LOAN DOCUMENT SAMPLES:** Upload copies of the following documents that are used during the regular course of business. Applicants must upload sample copies of approved loan documents that will be used to originate loans. For a list of pre-approved loan software, visit: https://occc.texas.gov/industry/regulated-lenders/regulated-loan-software-vendors If you are not using approved loan software, you may instead submit a 342-model contract that aligns with your business plan. Model contracts can be found in the following sections of the Texas Administrative Code: §90.204(a)(8), §90.304(a)(9), §90.304(a)(7), §90.204(a)(7), §90.304(a)(8) or by visiting: https://texas-sos.appianportalsgov.com/rules-and-meetings?chapter=90&interface=VIEW_TAC&part=5&title=7 File should be named "TX OCCC - Reg Lender Loan Docs.pdf" Important: If you choose to use a 342-model contract temporarily, please read the Supplemental Important Information section below. **Supplemental Important Information** If you intend to use a unique 342 contract that has NOT been approved under the OCCC Plain Language Initiative, you must submit the loan document for review AFTER your license has been approved. However, you must still provide a sample model contract (see link below) for the loan types you will be offering, as is required for license approval. To view statutory requirements for verbiage and clauses in a model contract, visit: https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=7&pt=5&ch=90 For further details on submitting a unique or non-approved loan document for review AFTER license approval visit the OCCC Plain Language Initiative: https://occc.texas.gov/industry/plain-language-initiative	**Upload via Document Upload Section of MU1 - Document Samples**
☐		

	ORGANIZATIONAL CHART: Applicants must upload an organizational diagram or narrative detailing management divisions. If the entity is owned by another entity, one or more individuals, or has subsidiaries or affiliated entities, the chart must clearly outline ownership up to a natural person who holds ten percent or more of the applying entity. If the applying entity is partially or fully owned by a parent company, designate one to three qualifying individuals and submit ownership details for the parent company. For additional guidance, refer to Texas Administrative Code §83.302(b) at: https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=05%2F26%2F2025&recordId=193118 And Texas Business Organizations Code §1.002 at: https://statutes.capitol.texas.gov/Docs/BO/htm/BO.1.htm#1.002 File should be named "TX OCCC - Reg Lender Org Chart.pdf"	**Upload via Document Upload Section of MU1 - Organizational Chart/Description**
☐	**VERIFICATION OF EXPERIENCE:** (Statement of Experience) Applicants must provide a statement outlining the applying entity's prior experience operating a finance or credit-granting business or managing transactions in the regulated industry for which this license is sought. Resumes are not acceptable in lieu of a statement. This Statement of Experience should summarize the entity's overall experience in the licensed industry. **Only if the applying entity's, owners or control persons lack significant experience, provide the information requested in points 1–3 below.** The statement should provide specific details, including who, what, when, and where, and address the following areas: 1. Relevant Experience or Education – Any business, financial, or industry-specific experience or education related to financing.	**Upload via Document Upload Section of MU1 - Additional Requirement(s)**

	2. Why the Applicant Is Qualified – Explain why the applicant is qualified to operate in the regulated industry. 3. Plan to Gain Required Knowledge – Outline how the applicant will acquire the knowledge needed to comply with the Texas Finance Code and Administrative Code. Examples: • Industry classes, seminars, or webinars • Mentorship from OCCC licensed businesses • Hiring staff with relevant experience Verification/Statement of Experience form: https://occc.texas.gov/wp-content/uploads/2026/01/adm23-stmt-of-experience.pdf File should be named "TX OCCC - [Company Legal Name] Verification of Experience.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" <u>One OTN Allowed Per License</u> Each Company license and each Branch license can include one extra trade name at no additional cost. **<u>Other trade name licenses</u> are required when you use two or more trade names at one address.** <u>Multiple Branches with the Exact Same Extra Name</u>	**Upload via Document Upload Section of MU1 – Trade Name/Assumed Name Registration Certificates**

	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** <u>Company License Example</u> Gold Financing Company uses: "Silver Financing" → first extra name → no extra license "Bronze Financing" → second extra name → needs OTN–Company License <u>Branch License Example</u> 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 <u>Required Supporting Documents for an OTN License</u>	

	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:** 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 - Reg Lender Transfer of Ownership.pdf” Such documentation must clearly demonstrate the seller’s (_______) intent to transfer the license or ownership interest to the buyer (___________).	**Upload via Document Upload Section of MU1 - Additional Requirement(s)**

	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.*	

Updated 8/27/2026

Additional Requirements & Fees	
Application Fee	$200.00
Application Fee Additional Information	None
License Registration Fee	$600.00
License Registration Fee Additional Information	None
NMLS Processing Fee	$120.00
MU2 Credit Report Required for Direct Owners	No
MU2 Credit Report Required for Qualified Individuals	No
MU2 Credit Report Required for Indirect Owners	No
MU2 CBC Requirements for Direct Owner / Executive Officers	None
MU2 CBC Requirements for Indirect Owners	None
MU2 CBC Requirements for Qualified Individuals	None

New Application Financial Statement Requirement	Audited or Unaudited
Annual Financial Statement Requirement	Not Required
Net Worth Requirement	$25,000.00
Financial Statement Guidance	None
Electronic Surety Bond (ESB) Required	No
ESB MU2 Individual Signature Required	No
ESB Minimum Bond Amount Required (Dollars)	$0.00
ESB Guidance	None
Alternate Security Device Upload Allowed in Lieu of ESB Submission	No
Uniform Authorized Agent Reporting (UAAR) Required	No
Mortgage Call Report (MCR) Required	No
MCR State Specific Supplemental Form Required	No
State Specific Supplemental Form Guidance	None
Money Service Businesses (MSB) Call Report Required	No
MSB Call Report State Transactions Destination Country Section Required	No
MSB Q4 Reporting Due Date	N/A
MSB Reports Required Outside of NMLS	N/A