

CHECK CASHING REGISTRATION FORM Title 7, Chapter 23 Check Cashing, Utah Code	STATE OF UTAH Department of Financial Institutions 324 South State Street, Suite 201, SLC, UT 84111 www.dfi.utah.gov Fax: (801) 538-8894 Tel: (801) 538-8830
INSTRUCTIONS A. Fill out this Check Cashing Registration Form B. Read the information on Page 2 and attach all required items C. Send this completed form, fee and attachments to us at: P.O. Box 146800, Salt Lake City, UT 84114-6800	Do Not Write In This Space

FILL OUT THIS INFORMATION

If any information is missing, incomplete or hard to read, your Check Cashing Registration submission may be returned to you.

- 1) Select one Check Cashing Registration Type: **Renewal** **Initial Registration**
 I am renewing my active Check Cashing Registration My Check Cashing Registration expired, or I am filing a NEW Check Cashing Registration
- 2) Company Name _____
- 3) Check Cashing Business Name _____
 (If this information is the same as your Company Name above, write "same.")
- 4) Principal Business Office Location _____
Street Address City State Zip
- 5) Company Contact Information: Who is responsible for the areas below?
- | | <u>Name</u> | <u>Email Address</u> | <u>Phone Number</u> |
|------------------------|-------------|----------------------|---------------------|
| Consumer Complaints: | | | |
| Examination Requests: | | | |
| Filling out this form: | | | |
- 6) Registered Agent: Who is the designated agent in Utah upon whom service of process may be made?
 Registered Agent Name _____
 Registered Agent Address _____
Street Address City Utah State Zip
- 7) Federal Employer Identification Number (EIN) _____

ATTACH THESE ITEMS

Read Additional Information on Page 2 for instructions.

Check Cashing Registration Fee Payment (Select and attach one fee payment below.)		
<input type="checkbox"/> \$200 Check Cashing Registration Renewal	OR	<input type="checkbox"/> \$300 NEW Check Cashing Registration
Certificate from the Utah Department of Commerce Division of Corporations (Select and attach one Certificate.)		
<input type="checkbox"/> Certificate of Existence (COE)	OR	<input type="checkbox"/> Certificate of Registration (COR)
Check Cashing Business Locations (You must attach a document for both items listed below.)		
<input type="checkbox"/> Utah Location List	AND	<input type="checkbox"/> Non-Utah Locations Description
Criminal Convictions		
<input type="checkbox"/> Disclosure		

8) By PRINTING or TYPING my name below, I certify that 1) the information provided on this form is true and correct and 2) my company obtained, reviewed, and retained the required Bureau of Criminal Identification Reports.

Name _____ Title _____ Date _____

CHECK CASHING REGISTRATION FORM

Title 7, Chapter 23 Check Cashing, Utah Code

STATE OF UTAH

Department of Financial Institutions

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ADDITIONAL INFORMATION

This page explains items that must be attached to the Registration Form.

Fee Payment

To pay the registration fee, attach a check made payable to the Utah Department of Financial Institutions. Please make sure check is for the correct amount.

- If you are renewing your registration before December 31st, the amount is \$200.
- OR
- If this is the first time you have filed a registration, or the company's previous registration was not renewed by December 31st (expired), the amount is \$300.

Certificate from the Utah Department of Commerce Division of Corporations

Utah law requires you to submit evidence that your check cashing business is registered with the Utah Department of Commerce Division of Corporations ("the Division"). Acceptable evidence is either a Certificate of Existence (COE) or a Certificate of Registration (COR), depending on the business name under which check cashing takes place. We only accept COEs and CORs purchased within 90 days of your registration submission.

To buy your certificate, go to the Division's [website](#). Click the icon to "Purchase a Certificate of Existence" to be taken to the "Online Registration Instructions" page.

- If you cash checks under a legal entity name, like a corporation or LLC, then you must give us a COE. Scroll down slightly on the webpage to the section that states ". . . to purchase a Certificate of Existence" and follow the instructions.
- OR
- If you cash checks under an assumed name, like a "doing business as" (DBA) name, then you must give us a COR. Scroll to the bottom of the webpage to the section that states: "To file any other filing type . . ." and follow the instructions. Be sure to click "Doing Business As (DBA)" from the List of Entities. If you cash checks under more than DBA, you must give us a COR for every DBA. If you give us a COR for every DBA, please do not submit a COE for the legal entity name.

As of November 2024, the Division is upgrading its business registration platform, which means the instructions shown above could change without notice. If you follow these instructions and cannot obtain your certificate, please email a description of the issue(s) you are experiencing to msb.dfi@utah.gov. Our licensing staff will reply to you to suggest next steps.

Check Cashing Business Locations

Utah law requires you to tell us where you cash checks. You must attach both of the following attachments.

- Utah location list. Please attach a list that shows the address of every Utah location, even if there is only one location. If you do not cash checks at a Utah address, then attach a document that shows: 1) the name under which check cashing takes place and 2) "No locations in Utah."
- AND
- Non-Utah locations description. If you cash checks for Utah residents but do not have an office in Utah, attach a document that describes the manner in which the business is conducted. If all your check cashing takes place at physical locations in Utah, then attach a document that shows: 1) the name under which check cashing takes place and 2) "No locations outside of Utah."

Criminal Convictions

Utah law requires you to tell us if certain employees have been convicted of an act of fraud, dishonesty, breach of trust, or money laundering. These employees are a principal officer, director, manager, operator, or anyone with access to check-cashing customers' personally identifiable information. The law also requires you to obtain a Utah Bureau of Criminal Identification (BCI) report for each of these individuals. (You can obtain a different criminal background check if it provides information similar to a Utah BCI report.) DO NOT attach BCI reports to this registration. Instead, sign the form to certify that company officials obtained the records, reviewed them to identify and disclose criminal convictions for this registration, and kept them for possible review at a future examination.

- Disclosure. If none of the individuals noted above have a criminal conviction, then attach a document that shows: 1) the name of the check cashing business and 2) "No criminal convictions." If any of the individuals noted above have a criminal conviction, please attach a document that shows the: 1) check cashing business name, 2) person's name, 3) offense, 4) date of the offense, 5) circumstances, and 6) conviction.

AND

- Signature. Sign the form to certify that appropriate company officials have obtained, reviewed, and kept the required BCI reports.