

**State of South Carolina**  
**SC State Board of Financial Institutions**  
**Consumer Finance Division**  
**1205 Pendleton Street, Suite 306**  
**Columbia, SC 29201**  
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[www.consumerfinance.sc.gov](http://www.consumerfinance.sc.gov)

**Check Cashing Level I and Level II License Amendment Checklist**

SOUTH CAROLINA BOARD OF FINANCIAL INSTITUTIONS CONSUMER FINANCE DIVISION	
<input type="checkbox"/>	<p><b><u>Name Change:</u></b> Submit in writing on company letterhead for a change of name thirty (30) days prior to the change. Include the following:</p> <ol style="list-style-type: none"> <li>1. Make a copy of the license and post for public display. Mail the original license to the Division. If the original license has been lost/misplaced, state lost/misplaced in the request.</li> <li>2. Submit a written request on company letterhead stating the change.</li> <li>3. Provide proof of name change filed with the SC Secretary of State (does not apply for DBA names) if the licensee is a corporation or LLC.</li> <li>4. Provide a copy of the company's board minutes showing the change of name.</li> <li>5. Verification that the EIN# will not be changing.</li> <li>6. Complete a Maximum Fee Charge form with the new company name and submit a copy to the Division.</li> <li>7. Post the Maximum Fee Charge form with the new company name.</li> </ol> <p><b>**NOTE:</b> If the Federal Identification Number is changed, a new application must be submitted.</p>
<input type="checkbox"/>	<p><b><u>Address Change:</u></b> A person required to be licensed pursuant to this chapter may not: conduct business at premises or locations other than locations licensed by the board pursuant to §34-41-80(4).</p> <p>To change the address on a license submit the following:</p> <ol style="list-style-type: none"> <li>1. Submit written notification on company letterhead stating the address change at least 15 days prior to the change.</li> <li>2. Make a copy of the license and post for public display. Mail the original license to the Division. If the original license has been lost/misplaced state lost/misplaced in the notification.</li> <li>3. Submit a copy of the new lease/sublease reflecting the new address.</li> <li>4. Submit effective date of address change.</li> <li>5. Complete a Maximum Fee Charge form with the new address and mail a copy to the Division.</li> <li>6. Post the Maximum Fee Charge form with the new address.</li> </ol>
<input type="checkbox"/>	<p><b><u>Cancelling a license:</u></b> Return the original Check Cashing Level I or Level II License and submit in writing on company letterhead the following:</p> <ol style="list-style-type: none"> <li>1. Reason for surrender/cancellation.</li> <li>2. Location of books, records and accounts.</li> <li>3. Submit effective date of cancellation.</li> <li>4. If original license is lost/destroyed, write lost/destroyed in the letter.</li> </ol>

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**Adding or removing a location to a Check Cashing Level II License:** Submit in writing on the company letterhead the address, city, state and zip of the location to be added or removed. Include the date of the addition or removal of the location. Notifications must be signed by an officer/control person of the licensee. Forward the notification to the Division.



**Change of Ownership or Control Requirements:** Submit in writing for a change of ownership or control thirty (30) days prior to change. Submit copies of the following:

1. **Organizational Information** – Submit a copy of the new Articles of Incorporation (Corporation), Articles of Organization (LLC) or Partnership Agreement (Partnership).
2. **Legal Documents** – Submit all legal documents, executed and associated with the change of ownership or control, including any applicable purchase and sales agreements, merger agreements or consent to change.
3. **Secretary of State** – Submit a Certificate of Authority/Good Standing from lenders home state.
4. **South Carolina Secretary of State** – If organized or formed outside of South Carolina, submit proof of authorization to do business in South Carolina.
5. **Organizational Chart** – Submit a detailed chart showing the management structure of the company.
6. **Company’s Board Minutes** – Submit a copy of the company’s board minutes showing change of name/ownership.
7. **Federal Identification Number or Social Security Number** – Submit verification that the Federal Identification Number, if Corporation, LLC or Partnership or Social Security Number, if Sole-Proprietorship is not changing.
8. **Authorization to Release** – Submit an authorization to release form for each new control person. To download the form, see [www.consumerfinance.sc.gov](http://www.consumerfinance.sc.gov) under check cashing.

**\*\*NOTE:** If the Federal Identification Number/Social Security number is changed, a new application must be submitted.