

**The South Carolina  
State Board of Financial Institutions  
Consumer Finance Division**  
1205 Pendleton Street, Suite 306  
Columbia, SC 29201  
Phone: (803) 734-2020  
[www.consumerfinance.sc.gov](http://www.consumerfinance.sc.gov)

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

<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/or certificate(s). Post the copy for public display. Mail the original license and/or certificate(s) to the Division. If the original license and/or certificate(s) has been lost/misplaced, state lost/misplaced in the request.</li> <li>2. Submit a written request on company letterhead stating the change and the effective date.</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 Check Cashing Fee form with the new company name and submit a copy to the Division.</li> <li>7. Once received from the Division post the Check Cashing Fee 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). To change the address on a license and/or certificate(s) 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/or certificate(s). Post the copy for public display. Mail the original license and/or certificate(s) to the Division. If the original license and/or certificate(s) 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 Check Cashing Fee form with the new address and mail a copy to the Division.</li> <li>6. Once received from the Division post the Check Cashing Fee 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/or certificate(s). 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 and/or certificate(s) is lost/destroyed, write lost/destroyed in the letter.</li> </ol>

<input type="checkbox"/>	<p><b><u>Adding or removing a location to a Check Cashing Level II License and/or certificate(s):</u></b></p> <ol style="list-style-type: none"> <li>1. To add a location submit in writing on company letterhead a request for a certificate to be issued for the new location. Include the address, city, state and zip of the location to be added.</li> <li>2. To remove a location submit the original certificate along with a letter stating to remove the location.</li> <li>3. Include the date of the addition or removal of the location.</li> </ol>
<input type="checkbox"/>	<p><b><u>Change of Ownership or Control Requirements:</u></b> Submit in writing for a change of ownership or control thirty (30) days prior to change. Submit copies of the following:</p> <ol style="list-style-type: none"> <li>1. <b>Organizational Information</b> – Submit a copy of the new Articles of Incorporation (Corporation), Articles of Organization (LLC) or Partnership Agreement (Partnership).</li> <li>2. <b>Legal Documents</b> – 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.</li> <li>3. <b>Secretary of State</b> – Submit a Certificate of Authority/Good Standing from lenders home state.</li> <li>4. <b>South Carolina Secretary of State</b> – If organized or formed outside of South Carolina, submit proof of authorization to do business in South Carolina.</li> <li>5. <b>Organizational Chart</b> – Submit a detailed chart showing the management structure of the company.</li> <li>6. <b>Company’s Board Minutes</b> – Submit a copy of the company’s board minutes showing change of name/ownership.</li> <li>7. <b>Federal Identification Number or Social Security Number</b> – Submit verification that the Federal Identification Number, if Corporation, LLC or Partnership or Social Security Number, if Sole-Proprietorship is not changing.</li> <li>8. <b>Authorization to Release</b> – Submit an authorization to release form for each new control person. To download the form, see <a href="http://www.consumerfinance.sc.gov">www.consumerfinance.sc.gov</a> under check cashing.</li> </ol> <p><b>**NOTE:</b> If the Federal Identification Number/Social Security number is changed, a new application must be submitted.</p>
<input type="checkbox"/>	<p><b><u>Lost or Misplaced License and/or certificate:</u></b> To replace a lost or misplaced license and/or certificate, submit a written request on company letterhead to the Division at the above address or email <a href="mailto:cfid@bofi.sc.gov">cfid@bofi.sc.gov</a>. Requests must include the license number, name and address.</p>