



Money Transmitter Fiscal Quarterly Report Requirement

Reminder Memorandum

Please note the quarterly requirements for your license type:

A.R.S §6-1211. Reports Each licensee shall file with the superintendent within forty-five (45) days after the end of each fiscal quarter a consolidated financial statement including a balance sheet, income and expense statements and a list of all authorized delegates, branch managers, responsible individuals and locations within this state that have been added or terminated by the licensee within the fiscal quarter. Information regarding branch managers and responsible individuals shall include the information prescribed in section 6-1204, subsection A, paragraph 4. For locations and authorized delegates, the licensee shall include the name and street address of each location and authorized delegate.

Send quarterly reports to the address below by:

<u>For Quarter Ending</u>	<u>No Later Than</u>
March 31	May 15
June 30	August 14
September 30	November 14
December 31	February 14

You are responsible for knowing and adhering to the statutes pertaining to your money transmitter license. You can access the statutes on our Money Transmitters web page and clicking on "Laws, Rules, Substantive Policy Statements & Regulatory Alerts". Below is a link to our Money Transmitters web page.

[Money Transmitters web page](#)

NOTE: Failure to provide a complete and accurate Quarterly Report (in the format requested), including the authorized delegate worksheet, by the statutory due date may result in administrative action and the assesment of civil money penalties.

Quarterly reports, including financial statements and the AD Quarterly Report Worksheet, should be sent via AzDFI's encrypted message service to licensing@azdfi.gov. If payment is due, please ensure to complete the Credit Card Authorization Form for the amount to be charged and submit with your quarterly report.

[AzDFI Encrypted Message Service Instructions](#)

[AzDFI Encrypted Message Service](#)

[Credit Card Authorization Form](#)



Quarterly Report

To the Superintendent of Financial Institutions:

1. Licensee Name:	License #: MT-
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Hereby submits the required fiscal quarterly report for Year: _____

Check applicable report period.

Quarter Ending	<input type="checkbox"/> March 31	<input type="checkbox"/> June 30	<input type="checkbox"/> September 30	<input type="checkbox"/> December 31
Report Due	May 15	August 14	November 14	February 14

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2. Complete the following table for added locations. You must include a check with this Quarterly Report for the amount due for added Authorized Delegates and/or Branches.

Locations	Number Added	Times	Fee Per Location	Equals	Amount Enclosed	Locations Terminated
Authorized Delegates(s)		x's	\$25.00	=		
Branch(es)		x's	\$500.00	=		

3. Have attached the following items for the above captioned fiscal quarter activity only:

Consolidated financial statement including balance sheet, income and expense statements.

Completed Authorized Delegate Quarterly Report Worksheet for each Added and/or Terminated Authorized Delegate - in Excel format.

[AD Quarterly Report Worksheet](#)

Application for each branch added:

[Branch Application](#) [Branch Application Instructions](#)

List of branch managers or responsible individual added or terminated by the licensee. ("Branch Manager" may be designated as the manager for more than one branch. And the "Responsible Individual" is a person who is employed by the licensee and who has principal active management authority over the business of the licensee in this state.)

For Changes to your Responsible Individual or a Branch Manager please refer to the AzDFI License Change Application and Instructions:

[License Change Application](#) [License Change Instructions](#)



Bond Requirements

Bond: Pursuant to A.R.S.§1205. Each licensee shall maintain at all times a continuous surety bond. Surety bond amount requirement range is from \$25,000.00 to \$500,000.00. The amount of the bond is calculated as follows:

Table with 2 columns: Authorized Delegates and Arizona Locations, Bond Amount. Rows include 0-5, 6-20, 21-200, and 201+ delegates with corresponding bond amounts.

Form with 3 columns: Total Current Authorized Delegates, Total Current Arizona Locations (Branches), Total current Authorized Delegates and Arizona locations.

Form with 2 columns: 4. Licensee's current bond amount is: and 5. Does the licensee currently carry the required bond amount? Includes Yes/No options and a note about providing coverage.

Net Worth Requirements: See A.R.S.§1205.01. Each applicant for a license shall have and each licensee shall maintain at all times a net worth of at least one hundred thousand dollars, calculated according to generally accounting principles.

Form with 3 rows of questions: 5. Does the licensee maintain at all times a net worth of at least one hundred thousand dollars (\$100,000), calculated according to generally accepted accounting principles? Includes sub-questions a and b with Yes/No options.

Form with 3 columns: 7. Name of Report Contact Person, Telephone, Email.