



Money Transmitter (MT) Supplement License Renewal Instructions

Renewal Year 11/1 through 10/31

Time Sensitive

Read Carefully and Make Note

This information affects the accurate and timely renewing of your license.

Time Sensitive: A.R.S. § 6-1206 (C) requires that the renewal package is received in our office on or before November 1st or the license will be automatically suspended. A penalty fee of \$100.00 per day will be assessed on all renewals received after November 1st. Renewals that are postmarked on or before November 1st, but received after that date will be assessed the penalty beginning November 2nd. If no renewal application and renewal fee is received by the Department (along with any applicable late fees) by December 1st, the license will expire.

Renewal Fees: \$500 Renewal Fee, in addition you will need to pay \$25 per branch and/or authorized delegate (max of \$2000)

Renewal Contact: Your company President or authorized licensing contact person will be the parties that will be directly advised by this Department of any and all of the renewal issues. Therefore, if any of the licensee's concerned individuals have any questions about how the the renewal is progressing, they will need to contact either of the individuals above for any status updates.

Email: It is required that the Department have a reliable email address, so we are able to contact you regarding Department alerts, etc.

If you made any changes to your license since the last renewal (Address Change; Active Manager Change; Responsible Individual Change; Name Change – including changing or adding a DBA/Trade name; Officer Change – including adding and/or deleting officers; Branch Manager Change; or Ownership Change), then you must submit a Non-Mortgage Industry License Change Application along with all applicable documents and fees to AzDFI before submitting your renewal package with renewal fees. The Non-Mortgage Industry License Change Application and Instructions can be found by clicking here.

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