

**STATE OF WISCONSIN**  
**Department of Financial Institutions**  
**Division of Banking**



**LOAN COMPANY OFFICE APPLICATION INSTRUCTIONS**

**Purpose:** A completed Loan Company Office Application should be submitted to the Department of Financial Institutions – Division of Banking for consideration of licensure of additional office(s).

**Notice:** This form is required under Section 138.09, Wisconsin Statutes. Refusal to provide this information may result in the denial of a license. Failure to complete this application completely and accurately may result in denial or revocation of license, and any other penalties as provided by law. Personally identifiable information on this form may be matched against tax information, outstanding child and family support data and law enforcement agencies. This document can be made available in alternate formats upon request to qualifying individuals with disabilities.

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*The sections and numbers below correspond to the sections and numbers on the application.*

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**LOAN COMPANY OFFICE**

A separate “Loan Company Office Application” must be completed for each proposed licensed office location. Copies of the form may be made to accommodate additional locations.

1. Print or type the complete name, street address, and telephone number of the proposed loan company office location in the spaces provided.

2. List the other types of business conducted at the proposed location.

Section 138.09(3)(e)(1), Wis. Stats., indicates the other types of business that a licensee may conduct, and permit others to conduct, at the location specified in its license. A copy of this statute may be accessed from our website at [dfi.wi.gov](http://dfi.wi.gov).

If you are requesting authorization to share office quarters or to conduct other types of business at the licensed location, provide a detailed explanation of the proposed business and/or activities and identify who is conducting the business and/or activities.

3. Identify the proposed date of business opening.

**ATTACHMENTS**

4. The following items must be submitted with the application form.

- A) Surety Bond Rider
- B) Fees

**A) Surety Bond Rider**

Requirements vary depending on your company’s current bond. Identify the status of your company’s current bond from the options listed below and submit the items indicated.

- If your company already has a \$50,000 bond in place, there is no additional bonding requirement for this application.
- If your company has a bond in place in an amount less than \$50,000, provide a rider to the bond increasing the amount by \$5,000 for each additional office location to be licensed, or to \$50,000, whichever is less.

The rider must identify the **exact** name of the Applicant (refer to #1 of the application.)

Because the bond covers the applicant at all licensed locations, the rider may not reference a street address.

The original rider must be signed and submitted to the Department.

## B) Fees

The fee is \$800 for each location where business as a loan company will be conducted. The \$800 fee consists of a \$500 license fee and a \$300 nonrefundable investigation fee. The full \$500 annual license fee is due for each office regardless of when in the year a license is issued. **Make checks payable to the Department of Financial Institutions.**

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### AFFIDAVIT

5. A duly authorized representative for the applicant should complete and sign the affidavit.

Have a witness certify the signature of the person signing the affidavit.

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### RETURN APPLICATION MATERIALS TO:

Department of Financial Institutions  
Division of Banking

*Mailing Address:*  
PO Box 7876  
Madison, Wisconsin 53707-7876

*Street Address:*  
4822 Madison Yards Way  
North Tower  
Madison, Wisconsin 53705

## HOW TO OBTAIN HELP AND ADDITIONAL FORMS:



**INTERNET** - Access the Department of Financial Institutions' website, [dfi.wi.gov](http://dfi.wi.gov), to do the following:

- Download applications, instructions, and forms
- See answers to frequently asked questions
- See a list of loan companies licensed under Section 138.09, Wisconsin Statutes



### TELEPHONE

Licensed Financial Services Section  
(608) 572-1321

Department of Financial Institutions  
Division of Banking  
(608) 261-7578



### FAX

Division of Banking  
(608) 267-6889

# STATE OF WISCONSIN Department of Financial Institutions

**Courier Address:**  
4822 Madison Yards Way  
North Tower  
Madison, WI 53705



**Mailing Address:**  
PO Box 7876  
Madison, WI 53707-7876

Telephone: (608) 261-7578  
Fax: (608) 267-6889

[dfi.wi.gov](http://dfi.wi.gov)

## LOAN COMPANY OFFICE APPLICATION

Please refer to the accompanying instructions while completing this application.

### LOAN COMPANY OFFICE

Provide the following information for **each** proposed loan company office location. Copies of this form may be made to accommodate additional office locations.

1. 

Name of Applicant			
Street Address			
City	State	Zip Code	Telephone

2. List other types of business conducted at this location and identify who is conducting the business:

3. Proposed date of business opening:

**ATTACHMENTS**

- 4. Attach the following to your application. Refer to the instructions for additional details.
  - A) **Surety Bond Rider (if applicable)**
  - B) **Fees**

**AFFIDAVIT**

5. I, \_\_\_\_\_, the undersigned, being the duly authorized representative of  
(Print Name)  
\_\_\_\_\_, hereby certify that each statement and  
(Name of Applicant)  
representation in this application is true and correct to the best of my knowledge.

\_\_\_\_\_  
(Signature) (Title) (Date)

\_\_\_\_\_  
(Name of Witness) (Signature of Witness)

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