

**GUIDELINE FOR AGENT AUTHORIZATION STATEMENT UNDER
WISCONSIN SELLER OF CHECKS LAW**

Agent Authorization - Wis. Stat. s. 217.03(2)

In lieu of a license from the Department of Financial Institutions, Division of Banking (division), the licensee is required to furnish each authorized agent not exempt under Wis. Stat. s. 217.04 with an authorization in a format approved by the division. The following information is the minimum that must be furnished in the authorization to meet with the approval of the division:

- a) Name and/or trade name and address of the principal office of the licensee indicating where its records are maintained
- b) Name and address of authorized agent
- c) Authorized number - this number shall be a combination of the principal license number and a number assigned to the agent by the licensee (Example: 107-4)
- d) The following statement:

(Name of authorized agent) is an authorized agent of (name of licensee and address where records are maintained) for the sale of its checks (as defined in Wis. Stat. s. 217.02(2)) under license # _____ dated _____ issued by the Department of Financial Institutions of the State of Wisconsin pursuant to Chapter 217 of the Wisconsin Statutes.

(Name of Licensee)

Date of Authorization: _____ By: _____
(Authorized Signature)

Pursuant to law, this authorization certificate must be conspicuously posted in place of business of above-named agent.

This document can be made available in alternate formats upon request to qualifying individuals with disabilities.