**WISCONSIN BRANCH OFFICE ONLINE FILING APPLICATION—RENEWAL**

Go to the DFI website Branch Office Online Filing page:

[https://www.dfi.wi.gov/apps/BranchOffice/](https://www.dfi.wi.gov/apps/BranchOffice/)

Sign into the account you previously set up. Then choose the **Renew Existing Branches** link.

The Firm Selection for Renewal page will ask you to enter the IARD number of the firm. If you set up more than one firm on your account, a drop down window will show the Option Name for each firm.

You can select the appropriate Option Name for the filing and press the **Fill Form** button. This will enter the IARD number automatically. You MUST check the box to verify that you represent the advisory firm whose name is shown on the screen. Press NEXT.
The Renewal Branch Selection screen lists all of the open branch offices the Division has on file for the firm as of the previous business day. If the branch has a CRD number, it will be shown in the column titled CRD. Filing Date will help identify branches having the same location address. Branches are listed in CRD number order. All branches are on one page and you can scroll down through them to view all open branches.

All RENEW boxes will have a green checkmark in them. You can renew all of your branches at one time by pressing NEXT.
If there are branches that you wish to close and not renew, you can either uncheck the RENEW box individually or use the Deselect All button to uncheck all boxes. When you uncheck the RENEW box, you are stating that the office has or will close. You MUST enter a CLOSURE DATE if you uncheck the RENEW box. You can enter a future date not later than December 31. Any branch not closed by December 31 will be subject to a renewal fee.

When you have entered the date, press NEXT.
The Branch Renewal Review screen will summarize your renewal filing. It will identify the firm, the number of branches closed, the number of branches renewed and the total amount due for renewal.

It will also detail the branches you indicated would be closed and list all the branches that are renewed.
The Branch Contact Person screen can be completed by simply selecting the correct Option Name from the Choose Name dropdown and then pressing Fill Form button. If all the information is correct, press NEXT.
The Branch Acknowledgement Person screen can be completed by pressing the Copy Contact Person Info button or entering at a minimum the information in the fields marked with the red square. When finished, press NEXT.
The Branch Office Renewal Confirmation screen will advise that your filing was completed and show the branches closed and renewed.

If the renewal has not been filed by December 1st or any of the branches were closed more than 14 days prior to the renewal filing, Division staff will review the renewal and notify the firm of any late filing fees due or waived.
Pressing NEXT will take you to Renewal Filing Summary page that will list the total number of branches renewed and closed and the total amount of renewal fees due, along with the Contact and Acknowledgement information. If you need to change any of this information, press the Edit button in the appropriate section.

Pressing NEXT will then take to the payment screen where you choose your payment method, e-check or credit card. Follow the instructions with each type of payment.
Please note: Credit card payments are allowed up to $5,000.00. Payments greater than $5,000.00 should be paid by E-check. If paying by E-check be aware that your Bank Account Fraud Protection must be configured to allow DFI e-payments. If you have any type of ACH Fraud Control for Debits set up on your bank accounts, please contact your bank to ensure that they have the correct ACH Company ID so that your payment can be properly debited from your account.

The ACH Company ID to use: G396006488

The Company Name is: State of Wisconsin Dept of Financial Institutions
If you open a new branch office between the beginning of the renewal period and November 30th, the renewal fee will automatically be charged at that time. When your new branch filing is completed, your Shopping Cart will reflect both the initial and renewal payment as shown below.
New branches filed in this manner will show as RENEWED on the Renewal Branch Selection list in place of the check box.

On this page, make sure all the branches you wish to renew for the next calendar year have the box in the 'Renew' column checked. If not renewing a branch, uncheck the box for that branch, and enter the Closure Date of that branch.

Note that if a branch was closed more than 14 calendar days ago, DFI may assess a late filing fee. If a late fee is assessed, you will be notified via email, and you will have the option to appeal the late fee.

Also, you may enter a future branch closure date, if that date is on or before December 31st. If you have any questions please call 608-266-8279.

Firm IARD: 999998
Firm Name: DFI BOO TEST FA 1

### Branch List

<table>
<thead>
<tr>
<th>Address</th>
<th>Add resmill Line 2</th>
<th>City</th>
<th>Registered Date</th>
<th>Renew-7 11 Closure Date 1 (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4987 WALNUT LN</td>
<td>DKEN DNSLKD</td>
<td>NEW BERLIN</td>
<td>09/01/2010</td>
<td>2</td>
</tr>
<tr>
<td>6218 CANADIAN NATIONAL WAY</td>
<td></td>
<td>ONTARIO</td>
<td>08/30/2010</td>
<td>2</td>
</tr>
<tr>
<td>8165 W NORTH ST SE STE 302</td>
<td>PO BOX 283</td>
<td>WARSAW</td>
<td>08/05/2010</td>
<td>2</td>
</tr>
<tr>
<td>997654 4565 CAYUGA ST</td>
<td>STE 201</td>
<td>FROG STATION</td>
<td>08/02/2010</td>
<td>Renewed</td>
</tr>
</tbody>
</table>