

## Transmitters of Money Act (TOMA) Location Maintenance

### **Additional of Location:**

Please have the following ready in advance in order to begin the process of adding an additional location, either authorized seller or other.

- 1) PDF of sample agreement to be used ready to be uploaded into the on-line system;
- 2) Complete contact information of the location (Name, address, tax ID, etc.);
- 3) Types of services that will be offered at the location; and
- 4) Credit card in order to make on-line payment.

Note: As a reminder, there will be a processing fee equal to the greater of \$1.00 or 2.35% of the total transaction. Examples: Processing of one authorized seller will be total of \$11.00 (\$10.00 location fee plus \$1.00 processing fee). Processing of 10 authorized sellers will be \$102.35 (\$10 location fee for each of the 10 and \$2.35 processing fee).

Should any licensees prefer not to utilize the on-line system a hard copy form is available at [http://www.idfpr.com/DFI/CCD/ccd\\_apps.asp](http://www.idfpr.com/DFI/CCD/ccd_apps.asp).

***Please be advised that until formal notification is received from the Division that requirements have been complied with, new locations are not permitted to conduct business on behalf of the licensee.***

### **Termination of Location:**

Please have the following ready in order to begin the process of terminating a location, either authorized seller or other.

- 1) Licensee assigned internal identification number and/or Department assigned credential number for search reference;
- 2) Name and address of location for search reference; and
- 3) Date location became inactive.

At this point in time these are the only two maintenance options available. Please check regularly for updated maintenance options as they become available.