



**State of North Carolina**  
**OFFICE OF THE COMMISSIONER OF BANKS**

**BEVERLY E. PERDUE**  
**GOVERNOR**

September 1, 2010

**JOSEPH A. SMITH, JR.**  
**COMMISSIONER OF BANKS**

To: All Licensed Mortgage Brokers, Lenders, Servicers and MLOs

From: North Carolina Commissioner of Banks Non-Depository Entities Division

Re: Administrative Processing Fees

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The NC SAFE Act ([NCGS § 53-244.119](#)) was amended and is effective today, September 1, 2010, to enable the NCCOB to charge reasonable administrative processing fees, not to exceed \$75 for each of the following licensing amendments:

1. \$30- MU1- Company legal name change.
2. \$75- MU1- Change of address of the licensee's principal/main office.
3. \$30- MU1- Other trade name amendment fee.
4. \$75- MU1- Company change of control.
5. \$50- MU1- Change in the identity of the licensee's Qualifying Individual.
6. \$50- MU3- Change in the identity of the branch manager of any branch of the licensee.
7. \$30- MU3- Other trade name amendment fee.
8. \$25- MU4- Sponsorship fee for MLOs.
9. \$30- MU4- MLO legal name change.

Please note: the fees listed above are in addition to NMLS processing fees. Also, all fees listed are collected through the NMLS *except* for the MLO legal name change and company change of control fee. These two amendment types must be paid directly to the NC Commissioner of Banks Office by sending the appropriate fee amount to: 4306 Mail Service Center, Raleigh, NC 27699.

In addition to the above, effective today, September 1, 2010 a new branch application fee will increase to \$320.00, which includes the NMLS processing fee.