

### **MO3 Records [Section 11-110-111, 11-110-114, and 11-110-201, C.R.S.]**

#### **A. Quarterly NMLS Money Service Business Call Reports**

All licensees must submit, using the NMLS portal, the NMLS Money Service Business Call Report on a calendar quarterly basis, as outlined below:

1. Licensees must complete the standard section, which includes the Permissible Investment Report and, if applicable, any expanded section of the NMLS Money Service Business Call Report.
2. The quarterly NMLS Money Service Business Call Report is due within forty-five (45) calendar days of the end of the calendar quarter.
3. Failure to properly submit a NMLS Money Service Business Call Report in a timely manner as outlined above, may result in a Late Filing Fee as set forth in the Division's Fee Schedule.

#### **B. 1. Each licensee must make, keep, and preserve the following Records for a period of seven (7) years:**

- a. A general ledger containing all asset, liability, capital, income, and expense accounts, which general ledger shall be posted at least monthly.
- b. Financial institution statements and reconciliation records.

#### **2. Each licensee must make, keep, and preserve the following other Records for a period of five (5) years:**

- a. Record or Records of payment instruments sold, and money transmitted as required by the licensee's normal business practices.
- b. Settlement sheets received from agents, if any.
- c. Records of outstanding payment instruments and money transmitted.
- d. Records of each payment instrument paid, and money transmitted within the period.
- e. A list of the names and addresses of all of the licensee's agents, as well as copies of each agent contract.

#### **C. NMLS Agent Report**

~~C.~~ 1. Each licensee shall annually report information ~~as of July 31~~ for each agent performing money transmission services for Colorado consumers. The annual reporting requirement will be satisfied by the quarterly agent information submission to the NMLS Portal ~~The information shall be submitted to the Division by September 30,~~ and the submission must include:

- a. Business name of agent.
- b. Street address, City, State, and Zip code of agent.
- c. Telephone number of agent.
- d. Money transmission services provided at the location.

~~e. Each owner of the agent business that owns greater than ten (10) percent of the business, if a partnership or an entity created pursuant to Title 7, C.R.S.—~~

~~Corporations and Associations, including:~~

~~(1) Street address, City, state, and Zip code of each of the owners; and~~

~~(2) Home telephone number of each of the owners.~~

2. An agent of a licensed money transmitter involved in selling or adding additional money to Stored Value issued by the licensed money transmitter or to corporations organized under the general banking, savings and loan, or credit union laws of Colorado or the United States, is not subject to this Paragraph of this Rule.