

CHECK CASHER REGISTRATION FORM

**Bureau of Financial Institutions
State Corporation Commission
1300 East Main Street, Suite 800
Post Office Box 640
Richmond, Virginia 23218-0640
Telephone (804) 371-9690
<https://www.scc.virginia.gov/bfi/index.aspx>**

INSTRUCTIONS

Attach the following:

- (1) A check for \$200 (non-refundable) payable to the Treasurer of Virginia.
- (2) A copy of the trade name registration, if applicable. (Registrants intending to operate using a trade name must register the trade name with the circuit court(s) in the jurisdiction(s) where business will be conducted. Corporate, limited liability company, and limited partnership applicants must file a certified copy of the trade name registration with the Clerk of the State Corporation Commission.)

The undersigned hereby wishes to register with the State Corporation Commission as a Check Casher pursuant to Chapter 21 of Title 6.2 of the Code of Virginia.

1. Name of Registrant _____

2. Trade name [d/b/a], if any _____

3. Business will be conducted under **one** of the following types of organization (check one):

() Corporation () Partnership () Sole Proprietorship () Limited Liability Company

4. If the applicant is a corporation or limited liability company indicate state of incorporation or formation:
State: _____ Date: _____

Name and address of registered agent in Virginia _____

5. If a partnership, indicate state and date where partnership formed _____

Type of Partnership (check one): General _____ Limited _____

6. If a sole proprietorship, list the name and residence address of the owner _____

7. Name and address of parent company, if any _____

8. Individual responsible for filing this form _____
(Name and Title)

(Mailing Address)

(Telephone Number/E-mail Address)

9. Is the registrant or any of its affiliates or subsidiaries conducting a check cashing business in states other than Virginia? _____ YES _____ NO If yes, provide the following information:

Name of State	Name Business Conducted Under	Date Registered or Licensed

(Attach additional sheets as necessary)

10. Is the applicant engaged in the business of making loans (other than payday loans made in accordance with Chapter 18 of Title 6.2 of the Code of Virginia)? _____ YES _____ NO

11. List each location where check cashing business will be conducted in Virginia (Include street address, city, zip code and telephone number for each location):

Street Address	Telephone Number

(Attach additional sheets as necessary)

12. **FEE SCHEDULE.** Detail the fees to be charged to cash each type of check, and specify if different fees will apply to different types of checks and/or dollar amounts of checks or at different locations of the registrant. Attach a separate fee schedule if you are unable to use the table below. Be sure to include the minimum fee to be charged in each instance. **If fees are not yet known, state so below and submit a fee schedule to the Bureau upon opening.**

Type of Check:	Fees to be charged:	Minimum (smallest) fee:
Payroll		
Government		
Personal		
Other:		

NOTE: The fee schedule, including the minimum fee, must be posted at each registered location.

