



**DEPARTMENT OF BUSINESS AND INDUSTRY
FINANCIAL INSTITUTIONS DIVISION**

**CHAPTER 604A ANNUAL REPORT TO COMMISSIONER
Instructions, Checklist and Form**

ANNUAL REPORT INSTRUCTIONS

Due Date: April 15, 2024

Extension Requests must be sent to: FIDCPA@fid.state.nv.us prior to April 15, 2024.

Form Information

Please read the attached Annual Report form carefully for instructions prior to submitting the documents. It can also be found on our website: www.fid.nv.gov On the homepage, click on "Licensing" on the top menu bar and click on "Check Cashing – Deferred Deposit Services", scroll down to the "General Forms" section, and click on "Annual Report Form".

Extension Request Contact

Requests for an extension to submit the report past April 15th, *must* be submitted to the Financial Institutions Division by email prior to April 15, 2024, to avoid late fees and/or delays in renewal: FIDCPA@fid.state.nv.us

Annual Report to the Commissioner - Checklist		
Complete	NV-Financial Institutions Division Chapter 604A – Annual Report	Submitted via...
<input type="checkbox"/>	<p>Annual Report Form and Location List: Upload the completed annual report form and supporting documentation to NMLS. All active license numbers should be listed on the form in the space provided. Alternatively, you can attach a list of all licensed locations to the Annual Report Form.</p> <p>This document should be named: <i>Nevada Annual Report - 2023</i></p>	<p>Upload in NMLS: under the Document Type Additional Requirements in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Bank Statement: Upload the operating account bank statement/s for the month of December 2023 to NMLS. If the company maintains more than one operating account for Nevada activity, please upload a statement for each account in one upload.</p> <p>This document should be named: <i>December 2023 Bank Statements</i></p>	<p>Upload in NMLS: under the Document Type Additional Requirements in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Financial Statements: Upload the financial statements to NMLS.</p> <p>Note: Financial statements are uploaded separately under the Filing tab and <i>Financial Statement</i> submenu link. See the Financial Statements Quick Guide for instructions.</p>	<p>Upload in NMLS: Under the Financial Statement Summary section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p>Email Nevada to Confirm Submission: After submitting both the annual report and financial statements, email Nevada to confirm the submission.</p> <p>Note: The email subject line should include the Company Name and NMLS ID Number.</p>	<p>Email to FIDCPA@fid.state.nv.us</p>

Should you have any questions concerning the above, please contact the Financial Institutions Division.
Phone Number: 702-486-4120
Email Address: FIDCPA@fid.state.nv.us.

CHAPTER 604A ANNUAL REPORT TO COMMISSIONER

Review the instructions and checklist on pages 1 and 2 prior to completing and submitting this form.

ANNUAL REPORT FORM

Company Information

Company Name: _____

Company DBA: _____

Street Address: _____

City, State, Zip Code: _____

Required Documentation:

1. Attach a list of all licensed locations. Include the address and license number for each location.
2. Submit audited, reviewed, or compiled financial statements for the Annual Report year ended December 31st or current fiscal year end, which should include the auditor's opinion or accountant's report and notes to the financial statements. If a CPA is not engaged for an audit, review, or compilation of financial statements, then submit at a minimum 1) a Statement of Assets, Liabilities, & Owners' Equity [balance sheet], and 2) a Statement of Operations [revenue & expenses or profit & loss]. A complete business tax return (less any K-1s) that includes a completed balance sheet may be submitted in lieu of internally prepared financial statements. A Form 1040 with a Schedule C is NOT acceptable.
3. Enclose a copy of the operating account bank statement, along with the account reconciliation, for the month ended December 31st or current fiscal year end of this Annual Report year. For the outstanding checks, include: 1) check number, 2) payee, 3) date issued, and 4) amount. A computer print-out of the account reconciliation is preferred.

AFFIDAVIT

I, _____, the undersigned, being the

_____ Of _____
(Owner, Officer title, or Manager) (Company name)

swear and affirm, under penalty of perjury, which to the best of my knowledge and belief the statements contained in this report, including the accompanying supplemental documents, are true and complete in all respects.

Signature of Owner, Officer, or Manager

ACKNOWLEDGEMENT OF NOTARY PUBLIC

Taken, subscribed and sworn (or affirmed) before me in the county of _____

In the State of _____ this _____ day of _____, 20_____.

Signature of Notary Public

My commission expires (date)

Notary Seal:

** Retain a copy of this report for your files*

* Nevada Revised Statutes require a fee of \$10.00 per day for late, erroneous, or deficient filings of the annual report.