

STATE OF NEVADA

JOE LOMBARDO  
*Governor*



DR. KRISTOPHER SANCHEZ  
*Director*

SANDY O'LAUGHLIN  
*Commissioner*

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, 2025**

**Extension Requests must be sent to:** [FIDCPA@fid.state.nv.us](mailto:FIDCPA@fid.state.nv.us) prior to April 15, 2025.

**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: <https://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 15<sup>th</sup>, *must* be submitted to the Financial Institutions Division by email prior to April 15, 2025, to avoid late fees and/or delays in renewal: [FIDCPA@fid.state.nv.us](mailto: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><b>Annual Report Form and Location List:</b> 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 - 2024</i></p>	<p><b>Upload in NMLS:</b> under the Document Type Additional Requirements in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Bank Statement:</b> Upload the operating account bank statement/s for the month of December 2024 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 2024 Bank Statements</i></p>	<p><b>Upload in NMLS:</b> under the Document Type Additional Requirements in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Financial Statements:</b> Upload the financial statements to NMLS.</p> <p><b>Note:</b> Financial statements are uploaded separately under the Filing tab and <i>Financial Statement</i> submenu link. See the <a href="#">Financial Statements Quick Guide</a> for instructions.</p>	<p><b>Upload in NMLS:</b> Under the Financial Statement section of the NMLS.</p>
<input type="checkbox"/>	<p><b>Email Nevada to Confirm Submission:</b> After submitting both the annual report and financial statements, email Nevada to confirm the submission.</p> <p><b>Note:</b> The email subject line should include the Company Name and NMLS ID Number.</p>	<p><b>Email to</b> <a href="mailto:FIDCPA@fid.state.nv.us">FIDCPA@fid.state.nv.us</a></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](mailto: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: \_\_\_\_\_

Company Contact: \_\_\_\_\_

Name

Email Address

#### 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 31<sup>st</sup> 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 31<sup>st</sup> 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.