



AMENDING THE MU1R

You must submit amendments to your institution's MU1R Form as changes occur.

Completing General Updates on an MU1R Filing:

1. Navigate to the [NMLS Federal Registry Resource Center](#).
2. Click the **Log in to NMLS** button in the upper right corner.
3. Select the appropriate context (State: Non-depository or Federal) and Log in to NMLS.
4. Click the **Filing** tab.
5. Click the **MU1R** link in the submenu.
6. Click the **Create New Filing** button.

NOTE: If you do not see the **Create New Filing** button, you may already have a pending filing and must click the **Edit**  icon to continue editing your pending MU1R filing. Or you can click the **Delete**  icon to delete the pending filing and create a new filing.

7. Using the links on the left navigation panel, click the sections that require amendment, make the appropriate changes, and click the **Save** button.
8. Once all changes have been completed, click the **Attest and Submit** link on the left navigation panel.
9. Review the attestation statement, check the box to verify your identity, and click the **Attest and Submit** button.

Update your Institution's Legal Name

The institution's new legal name is verified against the Federal Reserve System's [National Information Center \(NIC\) Database](#). In order to prevent processing delays, ensure your institution's new legal name is updated on this database prior to submitting the Federal Institution Legal Name Change Request Form.

To review your institution's information on the Database, visit the [NIC Database Website](#) and click the **Institution Search** tab. If the information in the NIC Database is incorrect, contact the [NIC Database Contact](#) for the Federal Reserve Bank for your district. If corrections are necessary, the NIC contact will assist with correcting the data. Once the data is updated, it can take up to 3 days for the data to propagate through to the NMLS Entitlement Group.

The screenshot shows the NMLS Federal Registry interface. At the top, it says 'Logged in as SchmidtLM | Logout test@test.com (edit)'. Below that are navigation tabs: FILING, TASKS, COMPOSITE VIEW, RENEW/REACTIVATE, ADMIN, REPORTS. The main header includes 'MU1R | MU4R | Institution Access'. On the left, a sidebar shows 'You are currently: Federal' and a menu with 'Identifying Information' (selected), 'Contact Employee Information', and 'Attest and Submit'. The main content area is titled 'Identifying Information' and has a 'HELP ?' button. A 'Total Charges: \$0.00' box is visible. A red box highlights the 'Entity Information' section, which contains the following text: 'To amend Entity Name or EIN, contact the NMLS Call Center at 855-NMLS-123 (855-665-7123). Entity Name: ABC Bank. IRS Employer Identification Number: 70-7994153'.

1. Contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123) and request the Federal Institution Legal Name Change Request Form.
NOTE: This request form can only be sent to an institution's Account Administrators or Contact Person.
2. Complete the request form and send it back to the NMLS Call Center using the instructions on the form.
3. Once the NMLS Entitlement Group verifies the name change in the NIC Database, the institution's Legal Name is updated and you will receive a call from the NMLS Call Center confirming the change.
4. To fully process the update, follow Steps 1 – 6 in [Completing General Updates on an MU1R Filing](#) above.
5. Click the **Attest and Submit** link on the left navigation panel.
6. Review the attestation statement, check the box to verify your identity, and click the **Attest and Submit** button.

NOTE: MLOs must update the *Employment Records* section of the MU4R Form to reflect the updated institution legal name. An individual's Employer Name does not update automatically as a result of the process outlined above.

For further navigational assistance, please contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).