



**STATE OF KANSAS  
OFFICE OF THE STATE BANK COMMISSIONER**

**DESIGNATION OF AN AGENT  
THAT IS NOT PHYSICALLY LOCATED  
IN THE STATE OF KANSAS**

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[Agent Name]

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[Licensee Name]

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[Agent Street address]

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[City, State, Zip Code]

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[Agent Telephone number and Website]

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[Agent Tax identification number]

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[Name of person to contact with the Licensee regarding this information]

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[Telephone number of Contact]

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[Email address of Contact]

Please submit completed form to:

Robin Lobb, Money Transmitter Director  
Office of the State Bank Commissioner  
Jayhawk Tower, Suite 300  
700 S.W. Jackson Street  
Topeka, Kansas 66603-3796

## INSTRUCTIONS

Effective July 1, 2015, and pursuant to K.S.A. 9-510(b), no licensee may designate an agent that is not physically located in Kansas without the prior approval from the state bank commissioner. Please complete and submit the application any time after July 1 but prior to the renewal period. All out-of-state agents conducting business in Kansas must be reported and approved before your license will be renewed.

A fee of \$100 per licensee should be submitted with the completed application form. Checks are to be made payable to **The Office of the State Bank Commissioner**. If you have more than one out-of-state agent, please complete and attach as many copies needed of page 3 for each additional out-of-state agent. The \$100 fee is per licensee, not per agent.

Pursuant to K.S.A. 9-510 (b) only a licensee may designate an agent, except no licensee may designate an agent that is not physically located in this state without prior approval from the commissioner.

## REQUESTED INFORMATION

1. What is the nature of the agent's organization? (e.g. corporation, sole proprietorship, partnership, etc.)
2. Identify the type of money transmission activity to be conducted by the agent. Money transmission is defined as engaging in the business of the sale or issuance of payment instruments or of receiving money or monetary value for transmission to a location within or outside the United States by wire, facsimiles, electronic means or any other means, except that money transmission does not include currency exchange where no transmission of money occurs. (Mark all that apply):
  - Checks
  - Money Orders
  - Travelers Checks
  - Mobile Transfers
  - Wire Transfers
  - Prepaid Access Cards
  - Other (explain):
3. Provide a copy of the contractual agreement between the licensed entity and the entity being designated as the agent.
4. Provide a description of the flow of funds between the consumer/agent/licensee including any diagram or similar presentation indicating how the funds move from the sender to the agent to the licensed entity to the end recipient.
5. Provide a copy of a statement from all bank accounts utilized to transfer funds from the agent to the licensee.
6. Describe how the agent will be utilized to expand the licensee's current product offering.
7. Provide a copy of the agent's most recently approved AML/BSA Policy.
8. Has the agent registered as a "money services business" with the U.S. Department of Treasury?
  - Yes
  - No
  - Not Applicable – Provide explanation

If yes, provide a copy of the company's acknowledgment letter from the IRS-Detroit Computing Center and a copy of the FinCEN Report 107 (Registration of Money Services Business).

## ADDITIONAL OUT-OF-STATE AGENTS

Agent Name	[INSERT HERE]
Agent Street Address	[INSERT HERE]
City, State, Zip	[INSERT HERE]
Telephone, Website	[INSERT HERE]
Tax Identification Number	[INSERT HERE]

## REQUESTED INFORMATION

1. What is the nature of the agent's organization? (e.g. corporation, sole proprietorship, partnership, etc.)
2. Identify the type of money transmission activity to be conducted by the agent (mark all that apply):
  - Checks
  - Money Orders
  - Travelers Checks
  - Mobile Transfers
  - Wire Transfers
  - Prepaid Access Cards
  - Other (explain):
3. Provide a copy of the contractual agreement between the licensed entity and the entity being designated as the agent.
4. Provide a description of the flow of funds between the consumer/agent/licensee including any diagram or similar presentation indicating how the funds move from the sender to the agent to the licensed entity to the end recipient.
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6. Describe how the agent will be utilized to expand the licensee's current product offering.
7. Provide a copy of the agent's most recently approved AML/BSA Policy.
8. Has the agent registered as a "money services business" with the U.S. Department of Treasury?
  - Yes
  - No
  - Not Applicable – Provide explanation

If yes, provide a copy of the company's acknowledgment letter from the IRS-Detroit Computing Center and a copy of the FinCEN Report 107 (Registration of Money Services Business).

**MAKE AS MANY COPIES OF PAGE 3 AS NEEDED**