

## Authorized Delegate Quarterly Report Worksheet Instructions

The attached Authorized Delegate Quarterly Report worksheet is to be completed and submitted electronically to the Arizona Department of Financial Institutions. This worksheet is part of the Money Transmitter Fiscal Quarterly Report requirements (see A.R.S. Section 6-1211).

**Email Worksheet to [licensing@azdfi.gov](mailto:licensing@azdfi.gov)**

### [Authorized Delegate Worksheet](#)

When completing the attached Worksheet **do not abbreviate**. Spell out the full correct legal business name (including DBA names) and address exactly as it appears on your Money Transmitter license. Include a suite number if applicable. "DBA Names" means Doing Business As names, Trade Names, and Fictitious Names that are used in Arizona. (see examples below)

AzDFI Authorized Delegate Number (Use only the AD # issued by AzDFI)	Status (Use "Added" or "Terminated" only)	Date Added	Date Terminated	Money Transmitter License Number (use the number found on the AzDFI money transmitter license located after "MT -")	Name of Money Transmitter (Spell out full legal business name) Include DBA Names	Name of Authorized Delegate (Spell out full legal business name) Include DBA Names	Authorized Delegate Business Location Address (Do Not Abbreviate)	Authorized Delegate Business Location City (Do Not Abbreviate)	Authorized Delegate Business Location State (Arizona locations only)	Authorized Delegate Business Location Zip Code
1234567	Terminated		8/25/2012	0123456	XYZ Corporation	Circle K Store #1010	1234 South First Street, Suite B1457	Phoenix	AZ	85018
	Added	9/1/2012		0123456	XYZ Corporation	Mailfast DBA AI's Liquor Store	84902 East Second Drive, Suite 800	Apache Junction	AZ	83093

The Money Transmitter quarterly report is due based on the following schedule:

Quarter Ending:

March-21  
June-30  
September-30  
December-31

Quarter Report Due No Later Than:

May-15  
August-14  
November-14  
February-14

You will need to ensure that you include the total number of added Authorized Delegates to the Money Transmitter Fiscal Quarterly Report and include the correct fee for each added Authorized Delegate.

### [Money Transmitter Fiscal Quarterly Report](#)

Changes with the authorized delegate such as ownership are not reported to the Department. Only when the authorized delegate changes the business name or location, is any action required. In the event of a business name or location change the authorized delegate must be terminated under the old name and/or location and then added with the new name and/or location.

If the company uses banks and or credit unions for agents these locations are not to be reported as authorized delegates. They are exempt locations under the money transmitter statutes.

**NOTE: Failure to provide a complete and accurate Quarterly Report (in the format requested), including the authorized delegate worksheet, by the statutory due date may result in administrative action and the assessment of civil money penalties.**

