



3001 Leadenhall Road, Suite #301
Mt. Laurel, NJ 08054

THIRD PARTY PROCESSING APPROVAL FORM

Important Information is provided on page 3 of this form to help facilitate answers to common questions.

1. FULL LEGAL NAME OF THE THIRD-PARTY PROCESSOR (“TPP”):	2. Broker Name:	
3. FULL ADDRESS OF THE PROCESSING VENDOR WHERE FUNCTIONS ARE PERFORMED: <input type="checkbox"/> Work <input type="checkbox"/> Home		
4. NMLS ID #: <input type="checkbox"/> Individual License <input type="checkbox"/> Company License		
States in which Broker is seeking TPP to transact business in (List All):		
5. DATE OF FORMATION/INCORPORATION:		
6. STATE OF FORMATION/INCORPORATION:		
7. URL ADDRESS:		
8. Please provide the citation to the applicable statute and/or regulation which permits the assessment and collection of a third-party processing fee from an applicant/borrower by a mortgage broker in the jurisdiction(s) in which the Broker is licensed:		
State of:	Applicable Regulation:	Non-Applicable
9. Is the Broker and TPP affiliated in any way? Common ownership? <input type="checkbox"/> Yes <input type="checkbox"/> No Joint venture relationship? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the TPP designated as “authorized to represent the Broker” in NMLS? <input type="checkbox"/> Yes <input type="checkbox"/> No Other: _____		
10. Are resources shared between the Broker and TPP: Shared employees between the two (2) entities? <input type="checkbox"/> Yes <input type="checkbox"/> No Shared office space between the two (2) entities? <input type="checkbox"/> Yes <input type="checkbox"/> No Shared services (e.g., do broker employees perform services for the TPP or vice versa)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If answered “yes” in #8 or #9, please explain in detail the affiliation and/or shared services:		

Please identify one processor within this organization for SPARC and Mercury credentials.

Third Party Processor User Information				
	Name	Cell Phone Number	Email Address	NMLS ID
TPP User				



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REQUIRED DOCUMENTATION

- Please provide a completed Arc Home Third Party Processing Approval Form.
- Please provide a fully completed and executed copy of the agreement between the broker and TPP (signed by both the broker and processor).
- Please provide a notated fee schedule listed in the agreement or separately.
- Please provide a sample/mock invoice.
- Please provide a copy of your OFR 494-13, for Florida individual processors only.

CERTIFICATION & AUTHORIZATION

THIRD PARTY PROCESSOR SIGNATURE:

DATE:

AUTHORIZED BROKER SIGNATURE:

OFFICER NAME/TITLE:

DATE:



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*****IMPORTANT INSTRUCTIONS*****

- As the party seeking approval to use a 3rd Party Processor ("TPP"), the Broker is responsible for working with the TPP to obtain information necessary to enable Arc to vet the TPP from a licensing perspective and validate the bona fide nature of the services to be rendered.
- The following instructions should help the Broker and TPP provide adequate information to enable Arc Home to efficiently review the TPP's qualifications and licensure and, as appropriate, approve the TPP consistent with the requirements of Arc Home's Third-Party Processing Fee Policy. Failure to adhere to these instructions and provide complete information may delay or result in the declination of the requested TPP.

The TPP to be used by the Broker will typically conduct business in one of two ways:	
(1) A licensed third-party processing company that employs individual processors (which are paid W-2 reported compensation) The processing company may be formed as either a corporation, limited liability company or other form of legal entity depending on applicable law.	(2) As an individually licensed contract loan processor. The contract loan processor who may operate as either a sole proprietor or may have formed a legal entity (which is <u>not</u> a licensed third-party processing company in NMLS) but through which the contract processor may nominally conduct business
Example: John Doe is an employee by ABC Processing LLC ("ABC"), paid a wage by ABC and receives an IRS Form W-2 at year end from ABC. John Doe is not licensed in NMLS, but ABC is licensed in NMLS.	Example: John Doe is a licensed processor in NMLS and formed a company known as 123 Processing LLC, which is not licensed in NMLS. -Or- John Doe is a licensed processor in NMLS and does business under the name trade name "123 Processing" which is fictitious and not a duly formed legal entity. -Or- John Doe is a licensed processor in NMLS and conducts business individually in his own name

Depending on the legal and licensing status of the TPP based on the above criteria, please follow the corresponding instructions in completing the questionnaire:

A licensed third-party processing company that employs individual processors	An individually licensed contract processor
#1 & #2 Full Legal Name of the TPP & Address	
<input checked="" type="checkbox"/> Provide legal name and address of the Company employing the processor	<input checked="" type="checkbox"/> Provide the processor's name and address out of which the processor conducts business <input checked="" type="checkbox"/> Indicate whether the location is a home or business address
#3 NMLS Number	
<input checked="" type="checkbox"/> Provide NMLS# of third-party processing company <input checked="" type="checkbox"/> Check appropriate box indicating company licensure <input checked="" type="checkbox"/> Identify all states in which Broker intends to use TPP services	<input checked="" type="checkbox"/> Provide the NMLS# of the individually licensed loan processor <input checked="" type="checkbox"/> Check appropriate box indicating individual licensure <input checked="" type="checkbox"/> Identify all states in which Broker intends to use TPP services
#4 & #5 State & Date of Formation	
<input checked="" type="checkbox"/> State where and when the third-party processing company was formed/incorporated.	<input type="checkbox"/> Provide state and date of formation only to the extent the TPP has formed a separate legal entity (e.g., a corporation or LLC)
#6 URL Address	
<input checked="" type="checkbox"/> Provide link to TPP's website (if none exists, note "n/a")	<input type="checkbox"/> Provide link to TPP's website (if none exists, note "n/a")
#7 Authority to Charge Fee	
<input checked="" type="checkbox"/> Provide reference to applicable statute/regulation which permits the assessment and collection of a third-party processing fee from an applicant/borrower	<input checked="" type="checkbox"/> Provide reference to applicable statute/regulation which permits the assessment and collection of a third-party processing fee from an applicant/borrower
#8 Broker & TPP Affiliation	
<input checked="" type="checkbox"/> Check appropriate boxes <input checked="" type="checkbox"/> Provide written explanation in space provided for any questions answered in the affirmative	<input checked="" type="checkbox"/> Check appropriate boxes <input checked="" type="checkbox"/> Provide written explanation in space provided for any questions answered in the affirmative
#9 Shared Resources Between Broker and TPP	
<input checked="" type="checkbox"/> Check appropriate boxes <input checked="" type="checkbox"/> Provide written explanation in space provided for any questions answered in the affirmative	<input checked="" type="checkbox"/> Check appropriate boxes <input checked="" type="checkbox"/> Provide written explanation in space provided for any questions answered in the affirmative
#10 Sample Invoice	
<input checked="" type="checkbox"/> Provide invoice that explicitly states the fees to be charged and the services to be rendered	<input checked="" type="checkbox"/> Provide invoice that explicitly states the fees to be charged and the services to be rendered
#11 Executed Contract	
<input checked="" type="checkbox"/> Does need to be submitted	<input checked="" type="checkbox"/> Please submit executed contract