



4000 Midlantic Drive, Suite #102
Mt. Laurel NJ, 08054

THIRD PARTY PROCESSING APPROVAL FORM

1. FULL LEGAL NAME OF THE THIRD-PARTY PROCESSOR ("TPP"): _____

2. FULL ADDRESS OF THE PROCESSING VENDOR WHERE FUNCTIONS ARE PERFORMED: Work Home

3. NMLS ID #: _____ Individual License Company License

States in which Broker is seeking TPP to transact business in (List All): _____

4. DATE OF FORMATION/INCORPORATION: _____

5. STATE OF FORMATION/INCORPORATION: _____

6. URL Address: _____

7. 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: _____ None Applicable

8. Is the Broker and TPP affiliated in any way?

Common ownership? Yes No

Joint venture relationship? Yes No

Is the TPP designated as "authorized to represent the Broker" in NMLS? Yes No

Other: _____

9. Are resources shared between the Broker and TPP:

Shared employees between the two (2) entities? Yes No

Shared office space between the two (2) entities? Yes No

Shared services (e.g., do broker employees perform services for the TPP or vice versa)? Yes No

If answered "yes" in #8 or #9, please explain in detail the affiliation and/or shared services:

10. Provide a sample copy of an individual invoice that will be submitted in conjunction with each loan file outlining the services performed.

11. If the TPP is licensed only as an individual contract processor, please submit an executed contract for services between Broker and TPP.

THIRD PARTY PROCESSOR SIGNATURE

DATE

BROKER SIGNATURE

DATE

INTERNAL USE ONLY

Lexis Nexis Reviewed? Yes No

ARC HOME LLC COUNTER PARTY APPROVAL

DATE

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:	
<p>(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.</p> <p>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.</p>	<p>(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</p> <p>Example: John Doe is a licensed processor in NMLS and formed a company known as 123 Processing LLC, which is not licensed in NMLS.</p> <p style="text-align: center;">-Or-</p> <p>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.</p> <p style="text-align: center;">-Or-</p> <p>John Doe is a licensed processor in NMLS and conducts business individually in his own name</p>

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	
✓ Provide legal name and address of the Company employing the processor	✓ Provide the processor’s name and address out of which the processor conducts business ✓ Indicate whether the location is a home or business address
#3 NMLS Number	
✓ Provide NMLS# of third-party processing company ✓ Check appropriate box indicating company licensure ✓ Identify all states in which Broker intends to use TPP services	✓ Provide the NMLS# of the individually licensed loan processor ✓ Check appropriate box indicating individual licensure ✓ Identify all states in which Broker intends to use TPP services
#4 & #5 State & Date of Formation	
✓ State where and when the third-party processing company was formed/incorporated.	○ 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	
✓ Provide link to TPP’s website (if none exists, note “n/a”)	✓ Provide link to TPP’s website (if none exists, note “n/a”)
#7 Authority to Charge Fee	
✓ Provide reference to applicable statute/regulation which permits the assessment and collection of a third-party processing fee from an applicant/borrower	✓ 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	
✓ Check appropriate boxes ✓ Provide written explanation in space provided for any questions answered in the affirmative	✓ Check appropriate boxes ✓ Provide written explanation in space provided for any questions answered in the affirmative
#9 Shared Resources Between Broker and TPP	
✓ Check appropriate boxes ✓ Provide written explanation in space provided for any questions answered in the affirmative	✓ Check appropriate boxes ✓ Provide written explanation in space provided for any questions answered in the affirmative
#10 Sample Invoice	
✓ Provide invoice that explicitly states the fees to be charged and the services to be rendered	✓ Provide invoice that explicitly states the fees to be charged and the services to be rendered
#11 Executed Contract	
* Does not need to be submitted	✓ Please submit executed contract