

Step by Step Instructional Guide

1. Please read all of the following important information about our online system. To begin, click on **Next Page**.



**Washington State Department of
Financial Institutions**
Online System

MONEY SERVICES ANNUAL ASSESSMENT

WARNING:
Once you begin the online process, you will not be able to save your information!

1. Please use Internet Explorer version 9 or above, Firefox or Chrome.
2. Add this website (<https://fortress.wa.gov>) to your trusted sites.
3. TURN OFF "Pop Up Blocker" on your browser.
4. If you close your internet browser during your online submission, you will lose the information that you have entered and will have to start the process over.
5. DO NOT use the "BACK" button on your browser.
6. The online system accepts:
 - Credit Cards (Visa, MasterCard, American Express and Discover card) for assessments up to \$10,000.00; or
 - E-Check Payments.
- 7- * Indicates required field.



2. The next page lists the steps you must complete in the online system in order for your annual assessment filing to be considered complete. When you have gathered all of your necessary information click on the **Start** button to begin. Please Note: Once you start you will not be able to stop and save your information and continue at a later time.



**Washington State Department of
Financial Institutions**
Online System

MONEY SERVICES ANNUAL ASSESSMENT

Step 1: Select your license type (Money Transmitter or Currency Exchange) and enter the last five digits of your license number.
Step 2: Provide complete Annual Assessment Report (AAR) information including:

- Volume for each type of activity for the year including a monthly breakdown
- Company's permissible investments at year end
- Company's average daily outstanding transmission liability for December
- Confirmation of the submission of financial statements in NMLS
- Company's tangible net worth at year end
- Company's total transaction volume for the year (not just for Washington state)
- Confirmation of submission of list of locations in NMLS, if applicable
- Confirmation of submission of material changes in NMLS, if applicable

Step 3: Review your company's annual assessment reporting summary for accuracy and print a copy for your records.
*If the information is not correct or you need assistance, please contact DFI at (360)902-8703.
Step 4: Validate that your assessment fee is correct and submit payment information.
*If you are not the payer, you will have the option to send an email to the payer.
Step 5: Save your payment receipt for your records and close your browser.

In order to file timely, you must submit the AAR and fees to the Department of Financial Institutions (DFI) by 5:00 p.m. (Pacific Standard Time) on July 1, 2015. You must also be sure to upload required supporting documents, such as financial statements, to NMLS by 5:00 p.m. (Pacific Standard Time) on July 1, 2015.



 **Encryption Notice:** The Department of Financial Institutions uses a secure server for processing online Money Services Assessments Report transactions. Any transmitted data is encrypted as it is sent to or from your PC. This prevents it from being read by any unauthorized party while it is being sent over the Internet.

3. To begin choose your license type by clicking on the drop down arrow, enter the last 5 digits of your Washington specific license number and click on **Search**.



MONEY SERVICES ANNUAL ASSESSMENT

License Type: Money Transmitter (550-MT-)

License Number: 99998 *

4. Verify that the name of your company and address is correct. If you have entered an incorrect license number, click **Cancel** and re-enter your number.



MONEY SERVICES ANNUAL ASSESSMENT

License Type: Money Transmitter (550-MT-)

License Number: 99998 *

- Name of company as licensed in Washington: DFI MT
- Main Office Address: 150 Israel Rd SE Tumwater, WA 98501
- WA License Number: 550-MT-99998

• **File Information:**

Date: 5/11/2015

Your Full Name: *

Title: *

Phone: *

E-mail: *

5. Provide your contact information and click **Continue**.



MONEY SERVICES ANNUAL ASSESSMENT

License Type: Money Transmitter (550-MT-) ▼

License Number: 99998 *

- Name of company as licensed in Washington: DFI MT
- Main Office Address: 150 Israel Rd SE Tumwater, WA 98501
- WA License Number: 550-MT-99998

Filer Information:

Date: 5/11/2015

Your Full Name: Rofyah Nor *

Title: Management Analyst *

Phone: 360-902-8703 *

E-mail: rofyah.nor@dfi.wa.gov| x *

6. Provide yearly volume information for each activity including your monthly breakdowns. Even if you had no activity you are still required to input 0. To enter data use the tab button or click directly into each box, click **Continue**.



MONEY SERVICES ANNUAL ASSESSMENT

1. VOLUME ADDENDUM

Complete the table below to report your 2015 annual volume in Washington. Complete the total amount field for each type of activity, even if no activity was conducted for a particular type. If activity was conducted, you must also provide the supplementary monthly totals.

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Yearly Total:</td> <td>\$</td> <td style="text-align: right;">10,000.00 *</td> </tr> <tr> <th colspan="3" style="text-align: center;">Check/Money Order Sales</th> </tr> <tr> <th style="width: 20%;">Month</th> <th style="width: 10%;">Volume</th> <th style="width: 10%;"></th> </tr> <tr><td>January</td><td>\$</td><td style="text-align: right;">1,000.00</td></tr> <tr><td>February</td><td>\$</td><td style="text-align: right;">1,000.00</td></tr> <tr><td>March</td><td>\$</td><td style="text-align: right;">1,000.00</td></tr> <tr><td>April</td><td>\$</td><td style="text-align: right;">1,000.00</td></tr> <tr><td>May</td><td>\$</td><td style="text-align: right;">500.00</td></tr> <tr><td>June</td><td>\$</td><td style="text-align: right;">1,000.00</td></tr> <tr><td>July</td><td>\$</td><td style="text-align: right;">500.00</td></tr> <tr><td>August</td><td>\$</td><td style="text-align: right;">1,000.00</td></tr> <tr><td>September</td><td>\$</td><td style="text-align: right;">1,000.00</td></tr> <tr><td>October</td><td>\$</td><td style="text-align: right;">1,000.00</td></tr> <tr><td>November</td><td>\$</td><td style="text-align: right;">500.00</td></tr> <tr><td>December</td><td>\$</td><td style="text-align: right;">500.00</td></tr> </table>	Yearly Total:	\$	10,000.00 *	Check/Money Order Sales			Month	Volume		January	\$	1,000.00	February	\$	1,000.00	March	\$	1,000.00	April	\$	1,000.00	May	\$	500.00	June	\$	1,000.00	July	\$	500.00	August	\$	1,000.00	September	\$	1,000.00	October	\$	1,000.00	November	\$	500.00	December	\$	500.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Yearly Total:</td> <td>\$</td> <td style="text-align: right;">0.00 *</td> </tr> <tr> <th colspan="3" style="text-align: center;">Stored Value Sales</th> </tr> <tr> <th style="width: 20%;">Month</th> <th style="width: 10%;">Volume</th> <th style="width: 10%;"></th> </tr> <tr><td>January</td><td>\$</td><td style="text-align: right;">0.00</td></tr> <tr><td>February</td><td>\$</td><td style="text-align: right;">0.00</td></tr> <tr><td>March</td><td>\$</td><td style="text-align: right;">0.00</td></tr> <tr><td>April</td><td>\$</td><td style="text-align: right;">0.00</td></tr> <tr><td>May</td><td>\$</td><td style="text-align: right;">0.00</td></tr> <tr><td>June</td><td>\$</td><td style="text-align: right;">0.00</td></tr> <tr><td>July</td><td>\$</td><td style="text-align: right;">0.00</td></tr> <tr><td>August</td><td>\$</td><td style="text-align: right;">0.00</td></tr> <tr><td>September</td><td>\$</td><td style="text-align: right;">0.00</td></tr> <tr><td>October</td><td>\$</td><td style="text-align: right;">0.00</td></tr> <tr><td>November</td><td>\$</td><td style="text-align: right;">0.00</td></tr> <tr><td>December</td><td>\$</td><td style="text-align: right;">0.00</td></tr> </table>	Yearly Total:	\$	0.00 *	Stored Value Sales			Month	Volume		January	\$	0.00	February	\$	0.00	March	\$	0.00	April	\$	0.00	May	\$	0.00	June	\$	0.00	July	\$	0.00	August	\$	0.00	September	\$	0.00	October	\$	0.00	November	\$	0.00	December	\$	0.00
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Yearly Total:	\$	50,000.00 *
Currency Exchange		
Month	Volume	
January	\$	10,000.00
February	\$	0.00
March	\$	20,000.00
April	\$	0.00
May	\$	0.00
June	\$	0.00
July	\$	0.00
August	\$	20,000.00
September	\$	0.00
October	\$	0.00
November	\$	0.00
December	\$	0.00

Yearly Total:	\$	50.00 *
Other Money Transmission		
Month	Volume	
January	\$	0.00
February	\$	50.00
March	\$	0.00
April	\$	0.00
May	\$	0.00
June	\$	0.00
July	\$	0.00
August	\$	0.00
September	\$	0.00
October	\$	0.00
November	\$	0.00
December	\$	0.00

Yearly Total:	\$	0.00 *
Virtual Currency		
Month	Volume	
January	\$	0.00
February	\$	0.00
March	\$	0.00
April	\$	0.00
May	\$	0.00
June	\$	0.00
July	\$	0.00
August	\$	0.00
September	\$	0.00
October	\$	0.00
November	\$	0.00
December	\$	0.00

Continue

7. Provide the necessary information including certifying to maintaining adequate permissible investments, click **Continue**.



MONEY SERVICES ANNUAL ASSESSMENT

2. PERMISSIBLE INVESTMENTS

Complete the table below to report your permissible investments as of December 31, 2015, along with providing your average daily transmission liability (ADTL) calculated for December 2015.

Type of Permissible Investment	Amount (\$)
Cash held in bank (FDIC Insured)	216.51
Time deposits, savings deposits, demand deposits, certificates of deposit, or senior debt obligations of an insured depository institution	131.51
Investments bearing a rating of one of the three highest grades as defined by a nationally recognized organization that rates securities	2,505.12
An investment security that is an obligation of the United States or a department, agency, or instrumentality thereof	131.51
An investment in an obligation that is guaranteed fully as to principal and interest by the United States; or an investment in an obligation of a state or a governmental subdivision, agency, or instrumentality thereof	1,321.31
Receivables that are payable to a licensee from its authorized delegates, in the ordinary course of business, pursuant to contracts which are not past due or doubtful of collection	31.21
Other	213.61
Total company-wide average daily transmission liability for December 2015	\$ 3,151.52*

* I hereby certify that the company continues to maintain permissible investments according to the requirements set forth in RCW 19.230.200 and 19.230.210.

3. FINANCIAL STATEMENTS

Submit financial statements as of December 31, 2015 (or most recent fiscal year-end) through NMLS. Financial statements must be prepared in accordance with Generally Accepted Accounting Principles. Include all notes to financial statements and any other supporting documents. Enter date below.

Money transmitter - 2015 financial statements as of * (mm/dd/yyyy) - have been uploaded through NMLS.

Provide the Company's tangible net worth as demonstrated by the submitted financial statements	\$	500.00*
Provide the Company's 2015 total overall money transmission volume (Not just for WA)	\$	1,000.00*

8. Confirm if you had any material changes or list of location changes to report and that the necessary documents have been uploaded into NMLS, click **Continue**.



MONEY SERVICES ANNUAL ASSESSMENT

4. MATERIAL CHANGES

Inform DFI of material changes to licensee information in a timely manner. Such changes include, but are not limited to: changes in the licensee's name or DBA (doing business as), ownership, physical and mailing address, records location, phone and fax numbers, responsible individual and registered agents; obtaining, revocation or surrender of a money services license in any other jurisdiction; conviction of the licensee, an executive officer, responsible individual, board director, principal, or person in control of a misdemeanor or gross misdemeanor involving a financial transaction; and other similar activities or events. Please ensure any material changes previously unreported are reported through NMLS and select the appropriate response below.

*

5. SURETY BOND or ALTERNATIVE SURETY INSTRUMENT (Certificate of Deposit)

Money Transmitter licensees must maintain a bond (updated annually) calculated at \$10,000 per \$1 million of Washington money transmission and payment instrument dollar volume. The minimum bond requirement is \$10,000 and the maximum is \$550,000 (unless you are under orders for a higher bond amount). Review the information below.

Current bond amount: \$130,000.00

Minimum bonding requirement (based on 2015 volume reported): \$ 10,000.00

6. LIST OF LOCATIONS

Inform DFI of authorized delegates who provide services to persons in Washington state. The list should include the authorized delegate name, physical address, contact name, and phone number. Authorized delegates include all agent outlets and licensee-owned branches. Please provide this list to DFI through NMLS and select the appropriate response below.

*

- Review your summary page for accuracy, if you have found an error use the edit button for each section that needs correction. At the bottom of your summary page, you will have the option to send an email notifying the payer (if different from the filer) to make a payment and complete the filing process. If everything is correct, **Print** a copy of this summary report for your records and click on **Continue**.



**MONEY SERVICES ANNUAL ASSESSMENT
REPORT SUMMARY**

COMPANY AND FILER INFORMATION 

Company Information	
Name of company as licensed in Washington:	DFI Test MT
Main Office Address:	102 Israel rd Tumwater, WA 98501
WA License Number:	550-MT-99999
Filer Information	
Date:	04/20/2016
Your Full Name:	Rofyah Nor
Title:	Management Analyst
Phone:	360-902-8703
Email:	rofyah.nor@dfi.wa.gov

VOLUME REPORTING AND ANNUAL ASSESSMENT 

Volume Type	Amount	Adjusted
Check/Money Order Sales:	\$ 10,000.00	\$ 7,000.00
Stored Value Sales:	\$ 0.00	\$ 0.00
Currency Exchange:	\$ 50,000.00	\$ 2,500.00
Other Money Transmission:	\$ 50.00	\$ 47.50
Virtual Currency:	\$ 0.00	\$ 0.00
Total Adjusted Volume:		\$ 9,547.50
Assessment Amount (Minimum \$1,000 and Maximum \$100,000):		\$ 1,000.00
Late Fee:		\$ 0.00
PAY THIS AMOUNT:		\$ 1,000.00

1.VOLUME ADDENDUM

Edit

Yearly Total:	\$ 10,000.00	Yearly Total:	\$ 0.00
Check/Money Order Sales		Stored Value Sales	
Month	Volume	Month	Volume
January	\$ 1,000.00	January	\$ 0.00
February	\$ 1,000.00	February	\$ 0.00
March	\$ 1,000.00	March	\$ 0.00
April	\$ 1,000.00	April	\$ 0.00
May	\$ 500.00	May	\$ 0.00
June	\$ 1,000.00	June	\$ 0.00
July	\$ 500.00	July	\$ 0.00
August	\$ 1,000.00	August	\$ 0.00
September	\$ 1,000.00	September	\$ 0.00
October	\$ 1,000.00	October	\$ 0.00
November	\$ 500.00	November	\$ 0.00
December	\$ 500.00	December	\$ 0.00
Sum of Monthly Total:	\$ 10,000.00	Sum of Monthly Total:	\$ 0.00

Yearly Total:	\$ 50,000.00	Yearly Total:	\$ 50.00
Currency Exchange		Other Money Transmission	
Month	Volume	Month	Volume
January	\$ 10,000.00	January	\$ 0.00
February	\$ 0.00	February	\$ 50.00
March	\$ 20,000.00	March	\$ 0.00
April	\$ 0.00	April	\$ 0.00
May	\$ 0.00	May	\$ 0.00
June	\$ 0.00	June	\$ 0.00
July	\$ 0.00	July	\$ 0.00
August	\$ 20,000.00	August	\$ 0.00
September	\$ 0.00	September	\$ 0.00
October	\$ 0.00	October	\$ 0.00
November	\$ 0.00	November	\$ 0.00
December	\$ 0.00	December	\$ 0.00
Sum of Monthly Total:	\$ 50,000.00	Sum of Monthly Total:	\$ 50.00

Yearly Total:	\$ 0.00
Virtual Currency	
Month	Volume
January	\$ 0.00
February	\$ 0.00
March	\$ 0.00
April	\$ 0.00
May	\$ 0.00
June	\$ 0.00
July	\$ 0.00
August	\$ 0.00
September	\$ 0.00
October	\$ 0.00
November	\$ 0.00
December	\$ 0.00
Sum of Monthly Total:	\$ 0.00

2. PERMISSIBLE INVESTMENTS

Edit

Complete the table below to report your permissible investments as of December 31, 2015, along with providing your average daily transmission liability (ADTL) calculated for December 2015

Type of Permissible Investment	Amount (\$)
Cash held in bank (FDIC Insured)	\$ 216.51
Time deposits, savings deposits, demand deposits, certificates of deposit, or senior debt obligations of an insured depository institution	\$ 131.51
Investments bearing a rating of one of the three highest grades as defined by a nationally recognized organization that rates securities	\$ 2,505.12
An investment security that is an obligation of the United States or a department, agency, or instrumentality thereof	\$ 131.51
An investment in an obligation that is guaranteed fully as to principal and interest by the United States; or an investment in an obligation of a state or a governmental subdivision, agency, or instrumentality thereof	\$ 1,321.31
Receivables that are payable to a licensee from its authorized delegates, in the ordinary course of business, pursuant to contracts which are not past due or doubtful of collection	\$ 31.21
Other	\$ 213.61
Total Permissible Investments:	\$ 4,550.78
Total company-wide average daily transmission liability for December 2015:	\$ 3,151.52

* I hereby certify that the company continues to maintain permissible investments according to the requirements set forth in RCW 19.230.200 and 19.230.210.

3. FINANCIAL STATEMENTS

Edit

Submit financial statements as of December 31, 2015 (or most recent fiscal year-end) through NMLS. Financial statements must be prepared in accordance with Generally Accepted Accounting Principles. Include all notes to financial statements and any other supporting documents. Enter date below.

Money transmitter - 2015 financial statements as of 12/31/2015 have been uploaded through NMLS.

Provide the Company's tangible net worth as demonstrated by the submitted financial statements	\$ 500.00
Provide the Company's total overall money transmission volume (Not just for WA)	\$ 1,000.00

4. MATERIAL CHANGES

Edit

Inform DFI of material changes to licensee information in a timely manner. Such changes include, but are not limited to: changes in the licensee's name or DBA (doing business as), ownership, physical and mailing address, records location, phone and fax numbers, responsible individual and registered agents; obtaining, revocation or surrender of a money services license in any other jurisdiction; conviction of the licensee, an executive officer, responsible individual, board director, principal, or person in control of a misdemeanor or gross misdemeanor involving a financial transaction; and other similar activities or events. Please ensure any material changes previously unreported are reported through NMLS and select the appropriate response below.

I have reported material changes through NMLS

5. SURETY BOND or SURETY INSTRUMENT ALTERNATIVE (Certificate of Deposit)

Money Transmitter licensees must maintain a bond (updated annually) calculated at \$10,000 per \$1 million of Washington money transmission and payment instrument dollar volume. The minimum bond requirement is \$10,000 and the maximum is \$550,000 (unless you are under orders for a higher bond amount). Review the information below.

Current bond amount: \$130,000.00

Minimum bonding requirement (based on 2015 volume reported): \$ 10,000.00

6. LIST OF LOCATIONS

Edit

Inform DFI of authorized delegates who provide services to persons in Washington state. The list should include the authorized delegate name, physical address, contact name, and phone number. Authorized delegates include all agent outlets and licensee-owned branches. Please provide this list to DFI through NMLS and select the appropriate response below.

I have no authorized delegates or branch locations

If someone else is providing the payment information for your company, they can be notified by email. Please confirm and enter payer information.

Confirm to send email to payer

Enter Name:

Email:

* I hereby certify under penalty of perjury that I have examined the information contained in this Annual Assessment Report (AAR), and attached supporting documents (including any accompanying schedules and statements - if any), and the reported information is correct and complete in accordance with the law, and further acknowledge that there are no misrepresentations or omissions of material facts.

Continue

Print

10. Verify payment screen and click **Pay Now**.



MONEY SERVICES ANNUAL ASSESSMENT

PAYMENT SCREEN

Amount Due: \$ 1,000.00

Payment For: MONEY SERVICES ANNUAL ASSESSMENT

DFI Reference Number: SMTAR3663211192

11. Enter payment information and click **Continue**.



Online Payment System

Make a Payment

My Payment

E-Payment

Amount Due \$1,000.00
Payment For MONEY SERVICES ANNUAL ASSESSMENT
DFI Reference Number SMTAR3663211192

Payment Information

Frequency One Time
Payment Amount \$1,000.00
Payment Date Pay now

Contact Information

First Name

Last Name

Company

Address 1

Address 2

City Tumwater
State WA
Zip Code 98501 (Optional)
Phone Number 360-902-8703
Email Address rofyah.nor@dfi.wa.gov

Payment Method

Payment Method Credit/Debit Card
Card Number 9791
Expiration Date 01 2016
Card Billing Address Use my contact information address
 Use a different address

Continue Cancel



[Customer Service](#) | [Help](#) | [Privacy Policy](#) | [Security](#)

12. Review your payment information, if you have found an error click on the **Back** button at the bottom of this page, otherwise, click **Confirm**.



Online Payment System

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description Department of Financial Institutions
 E-Payment
 www.dfi.wa.gov
Payment Amount \$1,000.00
Payment Date 05/11/2015
Payment For MONEY SERVICES ANNUAL ASSESSMENT
DFI Reference Number 5MTAR3663211192

Payment Method

Payer Name Rofyah Nor
Card Number *9791
Expiration Date Jan-2016
Card Type Visa
Confirmation Email rofyah.nor@dfi.wa.gov

Billing Address

Address 1 150 Isreal Rd SE
City Tumwater
State WA
Zip Code 98501

Contact Information

First Name Rofyah
Last Name Nor
Company DFI MT
Address 1 150 Isreal Rd SE
City Tumwater
State WA
Zip Code 98501
Phone Number 3609028703
Email Address rofyah.nor@dfi.wa.gov

[Confirm](#)

[Back](#)



[Customer Service](#) | [Help](#) | [Privacy Policy](#) | [Security](#)

13. You will receive a confirmation email as well as the option to **Print** this confirmation page for your records. Please close your internet browser, your assessment filing is now complete.



Online Payment System

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **WA1DFI000001058**

Payment Details

Description Department of Financial Institutions
E-Payment
www.dfi.wa.gov
Payment Amount \$1,000.00
Payment Date 05/11/2015
Status PROCESSED
Payment For MONEY SERVICES ANNUAL ASSESSMENT
DFI Reference Number SMTAR3663211192

Payment Method

Payer Name Rofyah Nor
Card Number *9791
Card Type Visa
Confirmation Email rofyah.nor@dfi.wa.gov

Billing Address

Address 1 150 Isreal Rd SE
City Tumwater
State WA
Zip Code 98501



[Customer Service](#) | [Help](#) | [Privacy Policy](#) | [Security](#)

Sample email of Payment Confirmation.

From: Washington State Department of Financial Institutions <noreply@epymtservice.com>
To: Nor, Rofyah (DFI)
Cc:
Subject: Payment Confirmation for E-Payment

*** PLEASE DO NOT RESPOND TO THIS EMAIL ***

Thank you for your payment.

This email is to confirm your payment submitted on May-11-2015 for E-Payment.

Confirmation Number: WA1DFI000001058
Payment Amount: \$1,000.00
Scheduled Payment Date: May-11-2015
Amount Due: \$1,000.00

Payment For: MONEY SERVICES ANNUAL ASSESSMENT DFI Reference Number: 5MTAR3663211192

Payer Name: Rofyah Nor
Credit Card Number: *9791
Credit Card Type: VISA
Approval Code: N/A

Merchant: Department of Financial Institutions
Website: www.dfi.wa.gov

If you have questions about this payment or need assistance, please contact Washington State DFI.

Division of Banks: (360) 902-8704 banks@dfi.wa.gov

Division of Consumer Services: (360) 902-8703 dcs@dfi.wa.gov

Division of Credit Unions: (360) 902-8701 dcu@dfi.wa.gov

Division of Securities: (360) 902-8760 securities@dfi.wa.gov

Thank you for using the Washington State DFI electronic payment system.