



Charles G. Cooper  
Commissioner

## **TEXAS DEPARTMENT OF BANKING**

2601 North Lamar Blvd., Austin, Texas 78705

512-475-1300 / 877-276-5554

[www.dob.texas.gov](http://www.dob.texas.gov)

April 5, 2021

Dear License Holder:

Please find below instructions for completing the 2021 Annual Report to be submitted to the Texas Department of Banking (Department). The Annual Report including corresponding financial statements (audited for money transmitters), agent listing (if applicable), and total activity volume must be submitted to our Department by **July 1, 2021**.

You may either use the Online Annual Report Form filing instructions below OR a fillable PDF form is available on our website: [www.dob.texas.gov](http://www.dob.texas.gov). Select “Money Services Businesses”, “Forms for Money Services Businesses” and scroll down the page to select the appropriate Annual Report for your type of license.

### **Online Annual Report Form**

If you used the Online Annual Report Form last year, the password you set up will still work. If you have forgotten the password you used, you may reset your password by using the “Forgot Password?” option using the email on record with the Department.

To use the Online Annual Report Form, please follow the steps below:

1. Go to the Department’s website: [www.dob.texas.gov](http://www.dob.texas.gov).
2. Click on “Entity Log In” at the top of the screen
3. Click on “MSB Annual Report”
4. If you have already registered, enter your information to log on and complete the Annual Report.
5. If you need to register, click on “Register” at the log on screen. Register using the license number and an e-mail account on record with the Department and provide a password. Passwords must contain an uppercase letter, a lowercase letter, a number, and a special character.
6. Once you have registered, a confirmation email will be sent to the email address you provided. Once confirmed, you can login using the license number, email address, and password that was created during registration.

If you need to update the e-mail address on file, please send your request via e-mail to [msb@dob.texas.gov](mailto:msb@dob.texas.gov). Include your license number, contact name, and the e-mail address(es) that you want removed or added.

Once you have logged in, complete the form by entering your data. Your entries will automatically be saved each time you move to another page and/or you may save the information by clicking on the “Save” button at the bottom of the screen. If you do not complete the form, you can log out and log back in later. Once you have logged in, complete the form by entering your data. Your entries will automatically be saved each time you log out. If you close the browser without logging out, your data will not be automatically saved. After all required data is entered, the “Submit” button will be enabled and you can submit.

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- The Annual Report must be signed by a principal of the license holder, as defined under Section 151.002 of the Texas Finance Code. An electronic signature will be accepted.
- The additional documents or exhibits required to be filed with the Annual Report can be uploaded on the final page of the Annual Report.
- Once the application is completed, click on the “Submit” button at the bottom of the screen to submit your Annual Report. Once the Annual Report is in “Submitted” status, changes cannot be made to your form. If changes are required, or if you have questions about the Annual Report, please contact Program Specialist Mary Ann Gonzales at (512) 475-1291. You may also send questions via e-mail to [msb@dob.texas.gov](mailto:msb@dob.texas.gov). If you have technical questions regarding the webform, please contact Mr. Michael Stephens at [mike.stephens@dob.texas.gov](mailto:mike.stephens@dob.texas.gov) or (512) 475-1488.

For those license holders who prefer to continue to complete and submit the Annual Report in hard copy, you may still do so by obtaining a copy of the Annual Report pdf on our website, or requesting a hard copy by contacting Mary Ann Gonzales at (512) 475-1291.

If the hard copy is completed, you may mail, fax, or e-mail the completed Annual Report and required Exhibits to:

Texas Department of Banking  
ATTN: Non-Depository Supervision Division  
2601 North Lamar Blvd  
Austin, Texas 78705-4294  
Fax Number: (512) 475-1288  
Electronic Mail: [msb@dob.texas.gov](mailto:msb@dob.texas.gov)  
Website: [www.dob.texas.gov](http://www.dob.texas.gov)

Please note that provisions within Section 151.207 of the Texas Finance Code require the assessment of late fees up to the expiration of the license for license holders who fail to submit all required information by the prescribed deadline.