

WEST VIRGINIA DIVISION OF FINANCIAL INSTITUTIONS
Supervised Financial Institution
Loan Production Office (LPO) Notification - Expedited

Banks chartered outside the State of West Virginia and providing this expedited notification form must already be approved as a Supervised Financial Institution in the State of West Virginia and have LPOs in West Virginia which have received approval by the Commissioner of Financial Institutions.

Activities Permitted:

- Solicitation of loan business
- Providing information as to loan rates and terms;
- Interviewing and counseling of applicants regarding loans (only),
- Aiding customers in the completion of loan applications.

Activities Not Permitted to Out of State Bank Loan Production Offices

- Signing or accepting of notes, security agreements, or other instruments obligating the loan customer;
- Delivery of loan proceeds to the borrower from the West Virginia LPO
- Provision at the LPO of forms enabling the customer to open checking or savings accounts by mail **unless your bank has a branch office in West Virginia;**
- Counseling of customers at the LPO regarding savings accounts, checking accounts, use of ATMs or other bank services (apart from loans) **unless your bank has a branch office in West Virginia;**
- Providing information to bank customers at the LPO concerning the status of deposit accounts **unless your bank has a branch office in West Virginia;** and
- Acceptance of loan payments at the West Virginia LPO.

Bank Name:

Address of Main Office:

Primary Contact, including Name, Title, Phone, Email:

Loan Production Office Information

1. **LPO Address:**
2. **Manager, including Name, Title, Phone, Email:**
3. Provide a copy of approval from the bank's primary regulator approving the establishment of the loan production office. If no approval required, please explain:
4. Provide an attestation statement, executed by the Bank's President or Vice President, indicating that all statutory provisions set forth in the West Virginia Code shall be complied with in connection with the loan production office's operation in West Virginia. The statement must also contain language asserting that all consumer loans shall conform with West Virginia consumer protection laws.

Exhibit:

5. Additional information may be provided as necessary to support this notification form.

Exhibit:

6. Provide the notification fee of \$100 in the form of a check made payable to the West Virginia Division of Banking.

Exhibit:

Attestation

The undersigned represents that the information contained herein is true and complete. Application requests approval from the Commissioner of Financial Institutions to establish a Loan Production Office in the State of West Virginia.

Date:

Name of Bank:

By: _____

Name, Title, Phone, Email:

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this the _____ day of _____,

_____ by _____.

My commission expires _____

Notary Public