NE

NEBRASKA NONPROFIT ORGANIZATION CERTIFICATE OF EXEMPTION

This document includes instructions for a request for a nonprofit organization certificate of exemption and the application form. There is no filing fee associated with this application.

Use the checklist below to complete the requirements for the Nebraska Department of Banking & Finance. The checklist provides instructions and requirements for documents to be submitted to the Department. A copy of the checklist should be submitted with the application form. Applications should be submitted to the following:

For U.S. Postal Service:
Nebraska Department of Banking and Finance
P.O. Box 95006
Lincoln, NE 68509

For Overnight Delivery:
Nebraska Department of Banking and Finance
Commerce Court, Suite 400
1230 "O" Street
Lincoln, NE 68508

Applicant Legal Name: ______________________________

ATTACHED	NOT APPLICABLE	NEBRASKA NONPROFIT ORGANIZATION CERTIFICATE OF EXEMPTION
☐	☐	**Articles of Incorporation**: Attach full text of the Applicant's nonprofit corporation articles of incorporation as filed with Secretary of State (or equivalent office) in the state of incorporation.
☐	☐	**Proof of Good Standing**: Attach an original certificate of good standing from the state of incorporation dated no more than 60 days prior to submitting the application.
☐	☐	**Proof of Qualification to Conduct Business in Nebraska**: For nonprofit corporations formed outside of Nebraska, attach a copy of the Application for Certificate of Authority to Transact Business as filed with the Nebraska Secretary of State.
☐	N/A	**Tax Exempt Status 501(c)(3) of the Internal Revenue Code 1986**: Attach a copy of the Internal Revenue Service letter confirming the Applicant's charitable nonprofit status.
☐	N/A	**Annual Filing with IRS**: Attach the latest annual filing to the IRS that is related to the Applicant's nonprofit status. (IRS Form 990, 990-EZ, or 990-PF).
☐	N/A	**Promoting Affordable Housing**: Attach documentation or an explanation showing how the Applicant promotes affordable housing or homeownership education.
☐	N/A	**Public Service or Charitable Purposes**: Attach documentation or an explanation showing how the Applicant conducts its activities in a manner that serves public or charitable purposes.

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☐	N/A	**Corporation Acting in Best Interests of Clients**: Attach documentation or an explanation showing how the Applicant receives funding and revenue and charges fees in a manner that promotes the best interests of its clients.
☐	N/A	**Employee Compensation Promotes Best Interests of Clients**: Attach documentation or an explanation showing how the Applicant's employees are compensated in a manner that incentivize them to act in the best interests of their clients.
☐	N/A	**Oversight of Employees' Actions to Protect Clients**: Attach documentation or an explanation showing how the Applicant ensures that the actions of all individual employees in the course of their loan origination duties are consistent with the Applicant's mission and practices**.**
☐	N/A	**Provides Clients with Favorable Rates**: Attach documentation or an explanation showing how the Applicant provides or identifies for the borrower residential mortgage loans and housing assistance comparable to government housing assistance programs.
☐	N/A	**Latest Financial Statements**: Financial statements must be prepared in accordance with Generally Accepted Accounting Principles and must include a balance sheet (statement of assets and liabilities) and profit and loss statement. • Attach a current financial statement as of the most recent quarter end for the Applicant. • Attach a copy of the Applicant's most recent audited financial statement and, if available, audited financial statements for the prior two years. If audited financial statements are not available, please contact the Department for further instructions. • If a newly formed business, also attach documentation supporting the method and source of capitalization.
☐	N/A	**Business Plan**: Attach a business plan detailing how services will be provided and funding generated. Also include the specific products and services the Applicant intends to offer under this exemption.
☐	N/A	**Management Chart**: Attach an organizational chart showing the Applicant's divisions, officers, and managers.
☐	☐	**Organizational Chart/Description**: Attach an organizational chart if Applicant is related to another entity.
☐	☐	**Applicant Locations**: Attach a list of locations where the Applicant intends to operate from in state.
☐	☐	**Loan Program Flyers**: Attach Applicant's product or loan program flyers or handouts, if any.

The regulator will review the filing and all required documents and communicate with you via email sent to the primary contact listed on the application form.

WHO TO CONTACT – Contact *Nebraska Department of Banking & Finance* licensing staff by phone at *402-471-2171* or send your questions via e-mail to dob.mortgage@nebraska.gov.

THE APPLICANT IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE THE APPLICATION PROCESS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.