

# Guidelines for Completing Notice of Switch Operation

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**Nebraska Department of Banking and Finance**

<http://www.ndbf.ne.gov>  
(402) 471-2171

1526 K Street, Suite 300  
PO Box 95006  
Lincoln, NE 68509-5006

Neb. Rev. Stat. § 8-157.01(8)(a) (2016) provides any entity operating as a switch shall file a notice with the Nebraska Department of Banking and Finance (“Department”). The notice sets forth the switch’s name, address, and contact information for an officer authorized to respond to inquiries about the switch. The notice filing is completed annually, prior to September 1<sup>st</sup>. For any entity that intends to begin operations as a switch in Nebraska, a notice filing must be made thirty (30) days before switch operations are commenced in Nebraska.

The form, “Notice of Switch Operation,” is to be completed by:

- Any switch which intends to continue operations on or after September 1, 2016.
- Any switch which intends to commence operations on or after September 1, 2016.
- Any switch ceasing operation.

The form must be manually signed and dated. There is no fee associated with the filing. Updated information will be requested annually from switches operating in Nebraska. Questions regarding the form should be directed to the Department at 402.471.2171.

Deliver or Mail to:

Nebraska Department of Banking and Finance  
Financial Institutions Division  
1526 K Street, Suite 300  
PO Box 95006  
Lincoln, Nebraska 68509-5006

-or-

Submit in pdf format as an attachment to an email addressed to:

[michael.mcdannel@nebraska.gov](mailto:michael.mcdannel@nebraska.gov)