

1. What's a MOD account?

A Money on Deposit (MOD) account is automatically created upon submission of your first in-house filing with our office. Overpayments and funds from rejected filings are automatically deposited into your account. You may use these funds later to refile a rejected filing, to file a different filing entirely, or for copy or certificate requests. You can also request to have a MOD account created and may authorize multiple users on the same MOD account (for example, a law firm could have one MOD account with several authorized users).

2. How can I use my MOD account balance?

You may use the funds available on your account by referencing your specific MOD account number when submitting your documents. This account number will be noted on your rejection letter if you received one. Sending in a copy of the rejection letter with your resubmitted filing will also allow staff to ensure your MOD account balance is used for the filing.

3. How is money placed on the MOD account?

Funds flow to this account in several ways. First, you may deposit money onto a MOD account directly. Secondly, if a filing is sent back for corrections or rejected, the funds from that transaction will automatically be deposited into this account. Lastly, if you overpay for a filing with our office, instead of rejecting the filing, the remaining funds will be placed onto your MOD account where you can use it on a future filing. Often, this process is more efficient as rejected filings are typically corrected and refiled, thus the funds do not have to be sent back and forth multiple times.

4. Why was a MOD account process established?

The MOD account process was established in September 2018 in order to comply with state law and audit recommendations. State law requires us to deposit all monies received within three business days. Unfortunately, staff resources do not always allow us to get all filings processed within three days, so our new procedure involves depositing all funds received and holding them on account for the customer to use in the future (or refund if needed). In addition to complying with state law, this new procedure allows for enhanced security and control over the money received.

5. Can I have my MOD account balance paid back to me?

Funds on a MOD account may be refunded to a customer upon request by filing out a refund request form. If you or your business have not been set up in the Nebraska state accounting system, then you will also need to provide a W-9 form. Please note that refunds can take several weeks to process. – To request the forms for a refund please call or email our office at (402) 471-4079 or sos.corp@nebraska.gov.

6. How can I find my MOD account number and/or balance?

Our office is currently working on establishing online account lookup functionality; however, it is not yet available. For now, please call or email our office at (402) 471-4079 or sos.corp@nebraska.gov to request your MOD account number, current balance, and/or any transaction history. Please note that the current balance provided at any given time will be impacted by any pending filings received but not yet processed.

7. What if I filed my document on-line?

Payment is only collected on-line if the document submitted is accepted for filing, so no money from on-line filings are placed in a MOD account. At this time, money in a MOD account can only be used for in-house filing.