



License Application for Service Warranty Associations

3625 NW 56th St Suite 100
Oklahoma City, OK 73112

Print or type all information. Additional sheets/copies, using the same format, may be attached if necessary.

Instructions: Each Service Warranty Association must complete this form for licensure, unless the association meets the exemptions set forth in O.S. Title 15 §141.2(14). If an exemption is being claimed, the association must complete the Service Warranty Exemption Form, and provide proper evidence to support the exemption.

Section 1: General Information

1.1 Association Name: _____

DBA being used in Oklahoma (if applicable): _____

For DBAs used in Oklahoma, please submit a fictitious name report from the Oklahoma Secretary of State.

DBA being used in other state(s): _____

Mailing Address: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: () _____ Contact Person: _____

Federal tax I.D. # _____

Name of Administrator (if applicable): _____

1.2 An initial licensing fee of Four Hundred Dollars (\$400.00) is required. Each subsequent year the association is in operation, an annual fee of Four Hundred Dollars (\$400.00) shall be required on or before November 1. Refer to O.S. Title 15 § 141.4(B).

Section 2: Organizational Information

- 2.1 A copy of the articles of incorporation of the association, certified by the public official having custody of the original.
- 2.2 A copy of the bylaws of the applicant, certified by the chief executive officer of the association.
- 2.3 A copy of the most recent financial statement of the applicant, verified under oath by at least two principal officers.
- 2.4 A list of the names and addresses of each current director or officer of the association, to be updated after any changes. Include the attached Biographical Affidavit (please make copies as needed on each director or officer).

Full Name	Address	Position/Title	DOB/SSN

Section 3: Contractual Liability Policy Requirements

- 3.1 *Note: Contractual Liability Policies (CLP) must comply with O.S. Title 15 §141.6 (B) and (C). The CLP must be approved for use, in place of a bond. Please see the Contractual Liability Policy Checklist.*
- 3.2 *Note: Surety bonds submitted must comply with O.S. Title 15 § 141.6(A).*

Companies that have not purchased contractual liability policies must have a bond in place. Letters of credit are not acceptable. The minimum value for the bond is \$25,000. If the entity is licensed and approved to sell contracts in Oklahoma, the bond value will be calculated at 5% of the gross provider fee received, less claims paid, on the sale of the service warranties for all service contracts issued and in force in this state. However, the bond must not drop below \$25,000.

Section 4: Administrative Fee Requirements

- 4.1 Pursuant to O.S. Title 15 §141.14(D), provider fees and assessments received by associations and insurers for service warranties shall not be subject to the premium tax provided for in Section 624 of Title 36 of the Oklahoma Statutes, but shall be subject to an administrative fee (paid quarterly):

Administrative Fee Calculation:
 Two percent (2%) of gross provider fee received on the sale of all service contracts issued in this state during the preceding calendar quarter.

Section 5: Financial Requirements

- 5.1 On or before May 1, the association shall file with the Insurance Commissioner its annual financial statement for the prior calendar year in the form prescribed and a copy of the current bond or Contractual Liability Policy.
- 5.2 Each association shall maintain a funded unearned reserve account equal to a minimum of twenty-five percent (25%) of the gross written provider fees received on all warranty contracts in force wherever written, or as otherwise stated for multi-year contracts, unless the association meets the exemptions as set forth in O.S. Title 15 §141.6(B) and (C).
- 5.3 The association must comply with solvency requirements set forth in O.S. 15 §141.2 (8)(a-c).

Section 6: Requirements Regarding Sales Representatives

- 6.1 Sales Representative Requirements per O.S. 15 §141.8: Each service warranty association or insurer shall provide the name and business address of each sales representative utilized by it in this state. The sales representative list should be submitted along with this application and should include any individual, company, corporation, association, insurer, agent and any other legal entity selling service warranty contracts in Oklahoma.

Section 7: Notary Public Information

I, _____, being first duly sworn, state that I have read the within and foregoing application and the answers supplied by me therein are true and correct to the best of my knowledge and belief and further that I will comply with the Service Warranty Laws of Oklahoma and the Rules of the State Insurance Commissioner in all my conduct under the license. I hereby affirm that I understand any intentional misstatement of fact required to be disclosed on this application constitutes a violation of the Service Warranty Act and shall be cause for refusal or revocation of the license.

<i>Affiant/Title</i>	<i>Date</i>
State of _____ }	<i>Notary Public</i>
County of _____ }	(Seal) My Commission Expires: _____

**Oklahoma Insurance Department
Service Warranty New App Fee
Payment Voucher**

Per 15 O.S. §141.4(B)

**Please include with Service
Warranty Application**

Balance due: _____

Source No. 2460111-100

Company Name

Contact Name

Contact Email

Phone Number

Check No. _____

Check Date _____

Return To: Oklahoma Insurance Department
Financial Division/Lauren Bouse
3625 N W 56th Street, Suite 100
Oklahoma City, OK 73112

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