



OKLAHOMA INSURANCE DEPARTMENT
STATE OF OKLAHOMA

2016 Carrier Appointment Renewal Announcement

The Oklahoma Insurance Department is committed to increasing efficiency and cost savings for the State. It is important that all licensed carriers update their **Producer Licensing/Appointment** contact email information to ensure prompt receipt of notices regarding appointment renewals.

Update Carrier Appointment Contacts Electronically

Effective April 22, 2016 the Oklahoma Insurance Department requires electronic filing of the UCAA Form 14 for those specific categories listed on the Form.

The NAIC's corporate amendment portal (<https://UCAA.naic.org/login.html>) is available 24/7 to authorized users for electronic processing of the UCAA Form 14. The Form can be completed for one or multiple states, and for one or more contacts in just one filing.

Electronic filing of the Form automatically transmits an e-mail to the responsible staff member at each selected State Insurance Department, and requires each of those states to confirm receipt of the filing directly back to the insurance carriers' submitter. The Form remains available to the insurance carrier and the Insurance Departments for 10 years to allow for look-back, long-term recordkeeping and compliance.

The NAIC's UCAA Corporate Amendment application Insurer User Guide can be found at the following link:

http://www.naic.org/documents/industry_ucaa_user_guide_corp_amend.pdf

For additional information regarding UCAA Form 14 please contact: Jeanette Pearce at 405-521-6651 or by email at jeanette.pearce@oid.ok.gov .

IMPORTANT RECONCILIATION INFORMATION

Insurance carriers with an NAIC CoCode wishing to reconcile company appointments with the Oklahoma Insurance Department may obtain a list of their active appointments via the Company Appointment Report (CAR) prior to appointment renewal invoices being created. Terminations can be made through the Interactive Appointment and Termination Application. Both of these applications are available to NIPR Subscribers. If you are not a subscriber or need to verify that you are subscribed to these products, please contact NIPR at 816-783-8467 or marketing@nipr.com for subscription information. You may also utilize the services of an NIPR Authorized Business Partner

http://www.nipr.com/index_authorized_business_partners.htm.

Key Information:

The Oklahoma Department of Insurance will provide electronic appointment renewal processing for Resident and Non Resident Producer, Resident and Non Resident Producer Firm, Resident and Non Resident Managing General Agent, Resident and Non Resident Managing General Agency, Resident and Non Resident Limited Lines Producer, Resident and Non Resident Limited Lines Producer Firm, Resident and Non Resident Pre-Paid Legal, Resident and Non Resident Pre-Paid Legal Firm, Resident and Non- Resident Title, Resident and Non- Resident Title Firm, Resident and Non Resident Motor Service Club Agency, and Resident and Non Resident Motor Service Club Agent through the National Insurance Producer Registry (NIPR).

- The NIPR website is: www.nipr.com.
- Electronic processing through NIPR is mandatory and renewals should not be sent directly to the Oklahoma Insurance Department.
- Terminations for all Producer and Agency appointments must be received by NIPR no later than **4PM CST October 28th, 2016** to allow sufficient time for processing and posting to National Producer Database (PDB) before the renewal billings are created.
- On **November 24, 2016**, the NIPR website will post the renewal invoice and a list of all appointments due for Producers and Agencies.
- Customers will not be allowed to remove any names from the invoice once it has been created.
- Invoice payments are due on or before **December 30, 2016**.
- Invoices will not be displayed on the NIPR website after **December 30, 2016**.
- All appointments will be terminated if the invoice is not paid by **December 30, 2016**.
- Appointments will not be renewed if payment is less than the invoice total.

IMPORTANT PAYMENT INFORMATION

Payments for Oklahoma Appointment Renewals **MUST** be received by NIPR through the Electronic Options made available.

NOTE: PAPER CHECKS WILL NOT BE ACCEPTED

Companies that submit a payment to NIPR via paper check will not have their renewal invoice processed and will have the payment refunded to them. NIPR may take several days to post the paper check and issue a refund check to your company, since receipt of a paper check is through a lock box account. NIPR and the Oklahoma Insurance Department are not responsible for non-renewed appointments for invoices not paid by the December 30th deadline.

NIPR Transaction Fees

The NIPR transaction fee will equal 1% of the total state fees charged with a minimum of \$5.00 and a maximum of a \$1,000.00

Oklahoma State Appointment Renewal Fees

Appointment renewal state fee will be \$30.00 per appointment per company.

Payment Method and other Fees

- Credit Card
- Visa, MasterCard, American Express or Discover are accepted.
- Please note there is a \$60,000.00 limit on credit card payments. If your invoice exceeds \$60,000.00, you must choose an alternative payment method. If you have questions regarding the other methods, please call NIPR Customer Service.
- Electronic Check (there are no processing fees for electronic check payment method but NIPR transaction fees still apply)
- A few banks or credit unions may not participate in electronic check services.
- If your account needs pre-authorization to use this electronic check service, you will need to provide your financial institution with this information: NIPR ACH-9431763793.
- There is a \$25.00 returned check charge for each electronic check that does not clear the applicant's bank; additionally, the state will be notified if any issue with payment is not promptly resolved, possibly resulting in a non-renewal of appointments or a reversal of renewals, until payment is received.

No Funds Received

Failure to renew Producer and Agency appointments by **December 30, 2016** will result in the Oklahoma Insurance Department terminating the appointments. Manual re-appointment of each license is required by carriers that miss this deadline.

Process beginning November 24, 2016 when invoices are made available on the website:

- On the Internet, go to www.nipr.com
- Follow the links to company appointment renewals and sign-in using your company identifiers: company Cocode, FEIN, and/or company name.
- After entering the necessary identifying information, you can:
- Print/Pay the Invoice
- View the detail report of appointment renewals
- Print the Report
- Download the Report as text (delimited)
- Download the Report as XML
- Help screens and NIPR Customer Support are available to guide you through the process.

If you have any questions regarding this appointment renewal process, contact:

- NIPR Customer Service at abpdirect@npr.com
- Oklahoma Insurance Department Licensing Division (405) 521-3916 or Licensing@OID.OK.GOV

Additional Notes:

- Appointments are renewed on an annual basis for individuals and business entities in Oklahoma.
- All producer and agencies with active appointments in PDB, as of **October 28, 2016**, will be included on the appointment renewal invoices for companies that have active licenses in Oklahoma.
- There is no “black-out” period for Oklahoma appointments and appointment terminations. Carriers can continue to submit changes throughout the renewal period.