



## Memo

**To:** Oklahoma Authorized Insurer  
**From:** Sircon, A Vertafore Business  
**CC:** Commissioner Kim Holland  
**Date:** February 18, 2010  
**Re:** Oklahoma Insurance Department 2009 Appointment Renewals

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Please allow this memorandum to serve as notice of an error made by Sircon involving the “2009 Appointment Renewal” invoices previously sent to your company.

In Oklahoma, appointments must be renewed on December 31 of the second year following the year of the original appointment date. For example, if an individual was appointed on February 15, 2008, the appointment should be included in the December 31, 2010 invoice.

As you may know, in 2007, the Oklahoma Insurance Department (OID) converted from their existing AS400 system to Sircon’s “Sircon for States” product. It was recently discovered that during the conversion of the appointment data some appointments were inadvertently assigned to the wrong renewal year. As a result, some appointments may not have been included on the correct appointment renewal invoice beginning with the 2007 appointment renewal invoicing cycle.

To correct this error, Sircon has completed extensive analysis, remediation and testing and has corrected appointment data so that each appointment is assigned to the correct appointment renewal year as required by Oklahoma law. These changes will ensure that future invoices will reflect the appropriate appointments in the correct renewal year.

As a result of these adjustments and changes, it is necessary to send corrected invoices for the 2009 appointment renewal cycle. These recalculated invoices may result in either a refund or in some cases, a balance due. If your organization owes a balance, payment must be received no later than April 30, 2010. If your organization is due a refund, the Insurance Department will process the refund no later than March 12, 2010.

A detailed list is also being provided with the corrected invoice that identifies each appointee included on the original invoice so you can review the changes; this list indicates whether the appointee should have been omitted from the original invoice or, conversely, whether the appointee should have been included with the original invoice. We hope this supporting detail helps to reconcile the changes that are reflected in your revised 2009 appointment cycle invoice.

Sircon sincerely apologizes for any confusion and inconvenience this problem has caused your company.

If you have any questions regarding the revised invoice, please contact Kelly Loomis or Teresa Harris at 517.381.3870.

