

Attention All Appointing Insurers

Oklahoma Appointment Renewals – preparation for Oklahoma’s 2008 appointment renewal invoicing has begun. Companies will be able to view and obtain a listing of their appointed producers via the Sircon Corporation’s Compliance Express service between September 15 and October 31, 2008; or a company may purchase a list from the Oklahoma Insurance Department any time prior to October 17, 2008.

To access the appointment list service via Sircon, companies must be Sircon Compliance Express subscribers. To become a subscriber, go to www.sircon.com. Select the “Contact Us” icon, and follow the instructions. To learn more about the Appointment Reconciliation Process (ARP), contact your Sircon Account Manager at 877-876-4450.

For Compliance Express subscribers, the "Terminate Appointments from a List" feature allows a company to review a list of its active appointments and terminate those it does not want to renew.

Non-subscribers to Sircon may obtain a list from the Oklahoma Insurance Department (“OID”). The “List Request” form is located on OID’s website (oid.ok.gov) under “Quick Links”, the second drop down box headed “Producers & Adjusters”. Select the “List Request” option which will take you directly to the form which provides instructions for completing the transaction.

Please note: In order to ensure the best accuracy for all invoices, your company’s appointment termination transactions must be completed on or before October 31, 2008. Any appointment terminations processed after October 31, 2008 will not be reflected on your appointment renewal invoice.

Appointment terminations may be easily and efficiently submitted through either Sircon’s Compliance Express service or the National Insurance Producer Registry. Appointment terminations which you do not wish to be reflected on your invoice will not be accepted in paper format unless prior authorization for such submissions has been obtained through the Oklahoma Insurance Department. All terminations authorized via paper form must be submitted to the OID no later than October 17, 2008.

Please note: Appointment renewal invoices must be paid as billed; no alterations to the appointments on the invoice will be allowed after October 31, 2008.

All Appointment renewal invoices will be generated on October 31, 2008, and mailed to all appointing insurers on November 3, 2008. Invoices must be paid in full no later than January 30, 2009. Failure to remit payment in full will result in the termination of all invoiced appointments for your company.

Please contact the Oklahoma Insurance Department for additional information by calling (405) 521-3916 or by emailing us at agentslicensing@oid.ok.gov.