

Service Warranty Quarterly Administrative Fee Statement

According to Title 36 O.S. § 6753: Registered Home Service Contract Providers are “subject to an administrative fee equal to two percent (2%) of the gross fees received on the sale of all home service contracts issued in this state during the preceding calendar quarter.”

Home Service Contract Provider Administrative fees are due 30 days after the end of each quarter. Please use the form below to calculate the administrative fees.

Company Name: _____

Company Contact Name: _____ **Phone Number:** _____

Email Address: _____

Name of Administrator (if applicable) _____

For the Period Ending: _____

PREMIUMS COLLECTED

Please calculate the administrative fees by multiplying the gross fees received by 2%. The total is the amount owed to the Oklahoma Insurance Department. The table below is broken down into quarters. Please calculate the administrative fees in the appropriate quarter.

Column1	Column 2	Fee Due to Oklahoma Insurance Department
Gross fees received for Oklahoma	Multiply by .02 or (2%)	Total
First Quarter		
	X (.02)	
Second Quarter		
	X (.02)	
Third Quarter		
	X (.02)	
Fourth Quarter		
	X (.02)	

Due Dates

First Quarter- (Jan-March) Filing due by last day of April
Second Quarter- (April-June) Filing due by last day of July
Third Quarter- (July-September) Filing due by last day of October
Fourth Quarter- (Oct-Dec) Filing due by last day of January