



OKLAHOMA INSURANCE DEPARTMENT
STATE OF OKLAHOMA
Licensing Division

Oklahoma Appointment Renewals Announcement for 2013

The Oklahoma Insurance Department will provide electronic appointment renewal processing through the National Insurance Producer Registry (NIPR) for the following licenses: 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.

- Electronic processing through NIPR is mandatory. Renewals cannot be sent directly to the Oklahoma Insurance Department.
- The NIPR website is: www.nipr.com.
- **Terminations for all producer and agency appointments must be received by NIPR no later than 5pm November 15, 2013** to allow sufficient time for processing and posting to PDB before the renewal billings are created.
- On November 26, 2013, the NIPR website will have the renewal invoice and a list of appointments due for all producers and agencies.
- Customers will not be allowed to remove any names from the invoice after it has been created.
- Invoice payments are due by December 31, 2013.
- Invoices will not be displayed on the NIPR website after December 31, 2013.
- All appointments will be canceled if the invoice is not paid by December 31, 2013.

IMPORTANT RECONCILIATION INFORMATION

Terminations can be made by NIPR Subscribers through the Interactive Appointment/Termination Application or the Company Appointment Reconciliation Report (CARR). If you are not a subscriber, please contact NIPR at 816-783-8467 or marketing@nipr.com for subscription information. You may also utilize the services on an NIPR Authorized Business Partner http://www.nipr.com/authorized_business_partners.htm

IMPORTANT PAYMENT INFORMATION

Payments for Oklahoma Appointment Renewals MUST be received by NIPR through the electronic options made available.

NOTE: **NO PAPER CHECKS**- 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 is not responsible for any renewal late fees incurred during this period.

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

The renewal period starts on November 26, 2013 and ends on December 31, 2013. The state's appointment renewal fee is \$30 per appointment, per company. Payments received after the renewal period will be returned.

Payment Method and Other Fees

- Credit Card Visa, MasterCard or American Express
- Electronic Check (there are no processing fees for electronic check payment method but NIPR transaction fees will still apply)
- A few banks or credit unions may not participate in electronic check services.
- If your account needs preauthorization 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 insufficient funds charge for each electronic check that does not clear the bank. Additionally, the transaction will be canceled if the problem is not resolved.

No Funds Received

Failure to renew producer and agency appointments by December 31, 2013 will result in appointment cancellations.

Process beginning November 26, 2013 when the electronic invoices are 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 (855) 674-NIPR (6477) or customerservice@nipr.com
- Oklahoma Licensing, (405) 521-3916 or licensing@OID.ok.gov

Notes:

- Appointments are renewed on a yearly basis for individuals and business entities in Oklahoma.
- All producer and agencies with active appointments in PDB, as of November 1, 2013, 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 terminations. They can continue to be submitted throughout the renewal period.