



OKLAHOMA INSURANCE DEPARTMENT  
STATE OF OKLAHOMA

## 2015 Company Appointment Renewal Announcement

The Oklahoma Insurance Department is committed to increasing efficiency and cost savings.

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 electronically

To update your company's **Producer Licensing/Appointment contact** information electronically through NAIC, submit a *Corporate Amendment UCAA Form 14 - Change of Mailing Address/Contact Notification Form*. This will also be a good time to review and update all your company contacts. Oklahoma does not charge a fee to update or add company contacts listed on UCAA Form 14.

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 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](http://www.naic.org/documents/industry_ucaa_user_guide_corp_amend.pdf)

For questions regarding **company appointments**, contact the Licensing Division at [licensing@oid.ok.gov](mailto:licensing@oid.ok.gov) or 405-521-3916.

For questions about updating your **company contacts**, contact Jeanette Pearce in the Financial Division at [jeanette.pearce@oid.ok.gov](mailto:jeanette.pearce@oid.ok.gov) or 405-521-6651.

## **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).

- Electronic processing through NIPR is mandatory and renewals cannot be sent directly to the Oklahoma Insurance Department.
- The NIPR website is: [www.nipr.com](http://www.nipr.com).
- Terminations for all Producer and Agency appointments must be received by NIPR no later than 5 PM November 10, 2015 to allow sufficient time for processing and posting to National Producer Database (PDB) before the renewal billings are created.
- On November 24, 2015, 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 after it has been created.
- Invoice payments are due on or before December 31, 2015.
- Invoices will not be displayed on the NIPR website after December 31, 2015.
- All appointments will be canceled if the invoice is not paid by December 31, 2015.

## **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](mailto:marketing@nipr.com) for subscription information. You may also utilize the services of an NIPR Authorized Business Partner [http://www.nipr.com/authorized\\_business\\_partners.htm](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 WILL 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 31st 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
- 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)
- Visa, MasterCard, American Express or Discover are accepted
- 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 31, 2015 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, 2015 when the electronic invoices are available on the website:**

- On the Internet, go to [www.nipr.com](http://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@nipr.com](mailto:abpdirect@nipr.com)
- Oklahoma Insurance Department Licensing Division (405) 521-3916 or [licensing@OID.ok.gov](mailto: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 November 1, 2015, 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.