



OKLAHOMA INSURANCE DEPARTMENT
STATE OF OKLAHOMA

Oklahoma Appointment Renewals Announcement for 2014

September 19, 2014

Key Information:

The Oklahoma Insurance Department 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 Insurance Department.
- The NIPR website is: www.nipr.com.
- Terminations for all Producer and Agency appointments must be received by NIPR no later than 5 PM November 15, 2014 to allow sufficient time for processing and posting to PDB before the renewal billings are created.
- On November 25, 2014, 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, 2014.
- Invoices will not be displayed on the NIPR website after December 31, 2014.
- All appointments will be canceled if the invoice is not paid by December 31, 2014.

IMPORTANT RECONCILIATION INFORMATION

Insurance carriers with an NAIC CoCode wishing to reconcile company appointments with the state insurance department may obtain a list of 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 for subscription information. You may also utilize the services of 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.



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- 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

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.

Renewal period starts on November 25, 2014 and ends on December 31, 2014.

Appointment renewal state fee will be \$30.00 per appointment per company. Payments received after the renewal period will be returned.

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 will still apply)
- Visa, MasterCard, American Express or Discover
- 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 made.

No Funds Received

Failure to renew Producer and Agency appointments by December 31, 2014 will result in the state of Oklahoma terminating the outstanding appointments.



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Process beginning November 26, 2014 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:

- <http://www.nipr.com/help/>
- Oklahoma Licensing, (405) 521-3916 or licensing@OID.ok.gov

Notes:

- Appointments are now renewed on a yearly basis for individuals and business entities in OK.
- All producer and agencies with active appointments in PDB, as of November 1, 2014, will be included on the appointment renewal invoices for companies that have active licenses in OK.

There is no "black-out" period for OK appointments and terminations. They should continue to be submitted throughout the renewal period.

In 2014 all correspondence from the Oklahoma Insurance Department regarding the appointment renewal process will be via email.

To update your company's email contacts please complete UCAA Form 14 electronically through the NAIC's corporate amendment portal. Contact the NAIC Help Desk at help@naic.org or 816-783-8500 for assistance in setting up an account and instructions for processing.