

# OKLAHOMA INSURANCE DEPARTMENT

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REGULATED INDUSTRY SERVICES  
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## THIRD-PARTY ADMINISTRATORS (TPA) ANNUAL REPORT and WAIVER INSTRUCTIONS

Effective October 7, 2015, the Oklahoma Insurance Department (OID) will require Third-Party Administrators to file all annual report waivers and annual report forms electronically per Title 36 O.S. Section 350, Title 36 O.S. Section 1452, and Order No. 15-1153-PRJ.

**Pursuant to Title 36 O.S. Section 350:** “Notwithstanding any other provision of law that requires a particular form and associated payment to be filed with the Insurance Department in paper form, or to be mailed or hand-delivered to the Insurance Department, the Insurance Commissioner may, by appropriate order, require that all filings of that specific type be filed or delivered in an electronic format.”

**Per Order Case No. 15-1153-PRJ:** All Third-Party Administrators are to electronically file the TPA Annual Report Waiver or TPA Annual Report.

**PAPER FILINGS ARE NO LONGER ACCEPTED**

### OPTins Electronic filing instructions:

- Register and/or Login with OPTins at [www.optins.org](http://www.optins.org) or by calling 816-783-8990. **NOTE: Do not wait to register with OPTins, as the process can take up to two (2) weeks to complete.**
- Once registered, select the “**Filings**” tab, then “**Create Filing**,” enter the **filing year**, select “**Oklahoma Regulated Entities**” as the **state**, and choose “**Third-Party Administrator (firm)**” as the Company Type.
- Open either the annual report **waiver** (*no premiums written or claims paid*) or **annual report form**, complete the form entirely, save it to your PC in the same format (*do not reformat the form or paste data into the form as formatting errors will occur*) and upload it back to the same location in the filing. **NOTE: Use the form that best fits the TPA business for the prior year, DO NOT submit both forms.**
- Proceed to the payment screen and input “**\$0**” in the **payment field**. **NOTE: While there is no statutory annual report filing fee assessed by the Oklahoma Insurance Department, there is an electronic processing fee assessed by OPTins collected automatically.**

All questions regarding OPTins will need to be directed to OPTins at 816-783-8990 or go online to OPTins to access their online Industry Guide for step-by-step instructions (disregard references to Premium Tax and Surplus Lines and only use **Oklahoma Regulated Entities** while processing applications in OPTins).

All other questions will continue to be directed to the Oklahoma Insurance Department, Regulated Industry Services Division, [Jeanette.pearce@oid.ok.gov](mailto:Jeanette.pearce@oid.ok.gov), 405-521-6651.