



OKLAHOMA INSURANCE DEPARTMENT
STATE OF OKLAHOMA

IMPORTANT NOTICE FOR ALL APPOINTING INSURERS
Appointment Renewals 2012

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 with 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 5pm November 16th, 2012 to allow sufficient time for processing and posting to PDB before the renewal billings are created.
- On November 26, 2012, the NIPR website will have the renewal invoice and a list of appointments due for the 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, 2012.
- Invoices will not be displayed on the NIPR website after December 31, 2012.
- All appointments will be canceled if the invoice is not paid by December 31, 2012.

IMPORTANT RECONCILIATION INFORMATION

Companies may utilize NIPR's Company Appointment Reconciliation Report (CARR) to terminate appointments of insurance producers who no longer represent the company. The CARR is designed to facilitate the appointment renewal process for regulators and for the insurance industry. As a NIPR customer you can use the CARR to create a listing of your active appointments for a specific company in a specific state. The CARR has the functionality of completing "Not for Cause" terminations directly from the report allowing you to reconcile your company's insurance producer listing against the Producer Database. Terminations are generated electronically through the NIPR Gateway. To become a NIPR customer, please contact the NIPR Marketing Department at (816) 783-8467 or marketing@nipr.com.

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			
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.			
November 26, 2012	To	December 31, 2012	\$30.00 per individual/business entity 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 check processing fees for utilizing the electronic check payment method, but NIPR transactions fees will apply	<ul style="list-style-type: none">• 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 insufficient funds charge for each electronic check that does not clear the bank.<ul style="list-style-type: none">○ Additionally, the transaction will be cancelled if the problem is not resolved.

No Funds Received:

Failure to renew Producer and Agency appointments by December 31, 2012 will result in OK cancelling appointments.

Process beginning November 26, 2012 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@npr.com
- 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, 2012, 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 can continue to be submitted throughout the renewal period.