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IMPORTANT NOTICE FOR ALL APPOINTING INSURERS
Appointment Renewals 2011

Oklahoma Appointment Renewals—preparation for Oklahoma’s 2011 appointment renewal invoicing has begun. Companies will be able to view and obtain a list of their appointed producers and business entities via NIPR’s Company Appointment Reconciliation Report (CARR) between October 1, 2011 and November 17, 2011.

Options to obtain a pre-list:

- NIPR customers or companies that want to become a NIPR customer may use CARR to create a list of your active appointments for a specific company in a specific state. CARR has the functionality of completing “Not for Cause” terminations directly from the list allowing you to reconcile your company’s insurance producer listing against the Producer Database.
- Non-NIPR customers may obtain a list from the Oklahoma Insurance Department (“OID”). The “List Request” form is located on the OID’s website (www.oid.ok.gov) under “Quick Links”, the second drop down box headed “Producers & Adjusters”. Select the “List Request” option which will take you directly to the form which provides instructions for completing the transaction.

Please note: In order to ensure the best accuracy for all invoices, your company’s appointment termination transactions must be completed on or before 5pm November 17, 2011. All appointments not terminated by this date and time will remain on your invoice and must be paid.

NEW!!! Effective August 28, 2011 36 O.S. § 1435.23 requires the Oklahoma Insurance Department to change from a biennial appointment fee of \$55.00, to an annual appointment fee of \$30.00. This statute change will affect the appointment renewal in the following manner:

- Appointment renewals paid during the 2010 renewal will **NOT** be on the 2011 invoice, because they paid for two years during the 2010 renewal period.
- Licensees appointed for the first time, with a company, during an odd year will be on the 2011 invoice *unless* they were first appointed in 2011.
- Starting with 2012 appointment renewals (November-December 2012) all active appointments will be on the invoice.

All Appointment renewal invoices will be generated on November 18, 2011, and may be viewed on the NIPR website. **Invoices must be paid no later than December 31, 2011.** Failure to remit payment in full by the due date will result in the termination of all

invoiced appointments for your company. Invoices will no longer be viewable on the NIPR website after December 31, 2011.

Beginning November 18, 2011 use the following process to access the electronic invoices and report:

- 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.

Payments for Oklahoma Appointment Renewals MUST be received by NIPR through the Electronic Options made available.

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 bank needs a 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 payment is not resolved
Processing Fee		A fee of 3.5% of the invoice amount may be assessed to the total payment

If you have any questions regarding this appointment renewal process, please contact:

- NAIC Help Desk 816-783-8500 for problems navigating the online appointment renewal screens.
- NIPR Customer Service at 816-783-8468 or customerservice@nipr.com for any problems other than appointment renewal screens.
- Oklahoma Insurance Department (OID) Licensing and Education Division at 405-521-3916 or licensing@oid.ok.gov for general questions about the appointment renewal process.