



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 NOT ACCEPTED

OPTins Electronic filing instructions:

- Register and/or Login with OPTins at www.optins.org or by calling 816-783-8500. **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 OK 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 after the filing is submitted.**

All questions regarding OPTins will need to be directed to OPTins at 816-783-8500 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, 405-521-6651.