

OKLAHOMA INSURANCE DEPARTMENT THIRD PARTY ADMINISTRATOR (TPA) CHECKLISTS

REQUIREMENTS PERSUANT TO:

Title 36 O.S. §§ 1441 through 1452
O.A.C. 365:25-3-12(f)

New Application Process

1	Electronically Signed Application Completed Through OPTins (Paper applications are no longer accepted per Oklahoma Code.)	Title 36 O.S. § 1450(D)
2	Payment of Application Fee \$100.00 Paid Through OPTins	Title 36 O.S. § 1450(D)
3	Must be legal entity: Corporation, LLC, Partnership, LP, or other legal entity	Title 36 O.S. § 1450(C)
4	Copy of Articles of Incorporation / Organization and Bylaws, or Partnership Agreement or LLC Operating Agreement	Title 36 O.S. § 1450(C)
5	Must be registered with Oklahoma Secretary of State, need Certificate of Incorporation or Organization or Cert of Authority	Title 18 O.S. § 1130
6	List of Owners, Officers, & Directors (This includes all officers, directors and key managerial personnel of the Applicant Company and individuals with a ten percent (10%), or more, beneficial ownership in the Applicant Company and the Applicant Company's ultimate controlling parent (Affiant).	Title 36 O.S. § 1450(C)
7	Completed Biographical Affidavits for each person named in above list	Title 36 O.S. § 1450(C) Title 36 O.S. § 615.2
8	Background/Business Character Reports for each biographical affidavit submitted from an approved third-party vendor on NAIC list (http://www.naic.org/documents/industry_ucaa_third_party.pdf), OKLA. STAT. TIT. 36 §1450 C & §615.2)	Title 36 O.S. § 1450(C) Title 36 O.S. § 615.2
9	Need list of insurers or trusts the TPA has or will have an agreement with	Title 36 O.S. § 1450(E)
10	Must have Surety Bond in an amount not less than \$10,000 in favor of Oklahoma Insurance Commissioner	Title 36 O.S. § 1448 O.A.C. 365:25-3-12(f)
11	Copy of TPA Licensure in Home State and Certificate of Good Standing or screen shot from home state licensing database reflecting the current date to verify the TPA Licensure is active	Title 36 O.S. § 1450(B) & B(1)
12	Notification of any Administrative Action in other states, including a copy of paid fines or fees and a statement summarizing same.	Implied by Title 36 O.S. § 1450(F)

Annual Renewal Process

1	Electronically Signed Application for Renewal of TPA License Completed Through OPTins (Paper applications are no longer accepted per Oklahoma Code.)	Title 36 O.S. § 1450(E)
2	Payment of Renewal Fee \$100.00	Title 36 O.S. § 1450(E)
3	Notification of any Administrative Action in other states, including a copy of paid fines or fees and a statement summarizing same.	Implied by Title 36 O.S. § 1450(F)
4	List of insurers or trusts the TPA has or will have an agreement with	Title 36 O.S. § 1450(E)
5	Continuance Verification Certificate of Surety Bond in an amount not less than \$10,000, in favor of Oklahoma Insurance Commissioner, reflecting the effective dates of the Surety Bond (paid up dates for the period)	Title 36 O.S. § 1448 O.A.C. 365:25-3-12(f)
6	Certificate of Good Standing or screen shot from home state licensing database reflecting the current date to verify the TPA Licensure	Title 36 O.S. § 1450(B) & B(1)
7	Check for notification w/ renewal of change in corporate officers/directors, must have biographical affidavit and background report for each new addition.	Title 36 O.S. § 1450(C) Title 36 O.S. § 615.2
8	Verification of renewal of associated Individual TPA License or Corp TPA License if applicable. (A TPA license for an individual is no longer required unless the TPA is organized as a Partnership.)	Title 36 O.S. § 1450(C) (If Applicable)
9	Most current annual report must have been filed through OPTins and bond requirement must be in accordance with O.A.C. 365:25-3-12(f)	Title 36 O.S. § 1452 O.A.C. 365:25-3-12(f)

TPA Statutes and Rules

<p>Third Party Administrator Instructions & Forms</p> <ul style="list-style-type: none"> - www.oid.ok.gov 	<p>https://www.oid.ok.gov/regulated-entities/regulated-industry-services/#third-party-administrator</p>
<p>Title 36 O.S. §1442 Definitions</p> <ul style="list-style-type: none"> - What is an Administrator - Exemptions from Administrator License 	<p>http://www.oscn.net/applications/oscn/DeliverDocument.asp?CiteID=86561</p>
<p>Title 36 O.S. §1443</p> <ul style="list-style-type: none"> - Written Agreement to act as an Administrator - Copies of Trust Agreement & Amendments to Insurer - Retention of Agreement - Examination, Audit, Inspection - Principal Administrative Office & Access to Books & Records 	<p>http://www.oscn.net/applications/oscn/DeliverDocument.asp?CiteID=86562</p>
<p>Title 36 O.S. §1444 Payments to Administrator</p> <ul style="list-style-type: none"> - Premiums or Charges for Insurance 	<p>http://www.oscn.net/applications/oscn/DeliverDocument.asp?CiteID=86563</p>
<p>Title 36 O.S. §1445 Charges or Premiums Collected or Paid</p> <ul style="list-style-type: none"> - Fiduciary Capacity and Account - Deposits, Withdrawals, Remittance 	<p>http://www.oscn.net/applications/oscn/DeliverDocument.asp?CiteID=86564</p>
<p>Title 36 O.S. §1446 Publishing and Advertising</p> <ul style="list-style-type: none"> - Publication and Mailing of Advertising Material 	<p>http://www.oscn.net/applications/oscn/DeliverDocument.asp?CiteID=86565</p>
<p>Title 36 O.S. §1447 Material, Compensation, Licensed Insurance Agents</p> <ul style="list-style-type: none"> - Policies, Certificates, Booklets, Notices, Written Communications - Compensation to Administrator - Use of Licensed Insurance Agents 	<p>http://www.oscn.net/applications/oscn/DeliverDocument.asp?CiteID=86566</p>
<p>Title 36 O.S. §1448 Surety Bond of Administrator</p> <ul style="list-style-type: none"> - Requirements of the Surety Bond - Cancellation Notice 	<p>http://www.oscn.net/applications/oscn/DeliverDocument.asp?CiteID=86567</p>
<p>OAC 365:25-3-12(f) Amount of Surety Bond Required</p>	<p>http://www.oar.state.ok.us/oar/codedoc02.nsf/frmMain?OpenFrameSet&Frame=Main&Src=75tnm2shfcdnm8pb4dthi0chedppmcbq8dtmmak31ctijuirgcln50ob7cki42tbkdt374obdcli00</p> <p>After opening the link click View Code, then Title 365, then Chapter 25, then Subchapter 3, then Section 12</p>
<p>Title 36 O.S. §1449 Notice to Insured Individuals of Identities of Administrator, Policyholder, Insurer or Trust</p> <ul style="list-style-type: none"> - Information about Charge or Premium 	<p>http://www.oscn.net/applications/oscn/DeliverDocument.asp?CiteID=86568</p>
<p>Title 36 O.S. §1450 Application & Penalty Without Administrator License</p> <ul style="list-style-type: none"> - Eligibility - Home State & Nonresident Administrator Definitions - Partnership 	<p>http://www.oscn.net/applications/oscn/DeliverDocument.asp?CiteID=440297</p>

TPA Statutes and Rules

<ul style="list-style-type: none"> - Application Form - License Term and Fee - License Renewal - Reporting of Administrative or Criminal Action - Hearings for Violations, Fines & Misdemeanor Convictions 	
<p>Title 36 O.S. §1452 Contents and Filing of Annual Report</p> <ul style="list-style-type: none"> - Annual Report or Annual Report Waiver - Filing Due Dates - Contents Required in the Annual Report Filing - Failure to File Executed Report Timely 	<p>http://www.oscn.net/applications/oscn/DeliverDocument.asp?CiteID=86571</p>
<p>Title 36 O.S. §615.2 Biographical Affidavit & Background Reporting</p> <ul style="list-style-type: none"> - O&D Changes Report 30 Days of Any change - UCAA Form 11 Affidavit Form: https://naic.org/documents/industry_ucaa_form11.pdf?16 - NAIC Approved Background Vendors: https://naic.org/documents/industry_ucaa_third_party.pdf 	<p>http://www.oscn.net/applications/oscn/DeliverDocument.asp?CiteID=440290</p>
<p>OAC 365:1-9-11(3 & 4)</p> <ul style="list-style-type: none"> - Individual - Business Entity 	<p>http://www.oar.state.ok.us/oar/codedoc02.nsf/frmMain?OpenFrameSet&Frame=Main&Src=75tnm2shfcdnm8pb4dthj0chedppmcbq8dtmmak31ctijujrgcln50ob7ckj42tbkdt374obdcli00</p> <p>After opening the link click View Code, then Title 365, then Chapter 1, then Subchapter 9, then Section 11</p>
<p>OAC 365:1-9-17.1 Refund of Fees</p>	<p>http://www.oar.state.ok.us/oar/codedoc02.nsf/frmMain?OpenFrameSet&Frame=Main&Src=75tnm2shfcdnm8pb4dthj0chedppmcbq8dtmmak31ctijujrgcln50ob7ckj42tbkdt374obdcli00</p> <p>After opening the link click View Code, then Title 365, then Chapter 1, then Subchapter 9, then Section 17.1</p>
<p>OK Case No. 15-1153-PRJ Electronic Filings of TPAs</p> <ul style="list-style-type: none"> - OPTins Login: www.optins.org - OPTins Help Desk: 816-783-8990 or optinshelp@naic.org 	<p>https://www.oid.ok.gov/wp-content/uploads/2019/10/101215_15-1153-PRJ-JAM-Order-10-07-15.pdf</p>
<p>Online Public License Search Tool</p> <ul style="list-style-type: none"> - NAIC State Based Systems (SBS) 	<p>https://sbs.naic.org/solar-external-lookup/</p>