



## **2021 Appointment Renewal Notification**

The Oklahoma Insurance Department is committed to increasing efficiency and cost savings for the State of Oklahoma. It is important that all licensed carriers keep their **Producer Licensing/Appointment** contact email information updated to ensure prompt receipt of notices regarding appointment renewals and other appointment related inquiries from the Department.

### **UPDATE CARRIER APPOINTMENT CONTACTS ELECTRONICALLY**

The Oklahoma Insurance Department requires electronic filing of the UCAA Form 14 for those specific categories listed on the Form. The NAIC's corporate amendment portal (<https://UCAA.naic.org/login.html>) is available 24/7 to authorized users for electronic processing of the UCAA Form 14. The Form can be completed for one or multiple states, and for one or more contacts in just one filing. Electronic filing of the Form automatically transmits an e-mail to the responsible staff member at each selected State Insurance Department, and requires each of those states to confirm receipt of the filing directly back to the insurance carriers' submitter. The Form remains available to the insurance carrier and the Insurance Departments for 10 years to allow for look-back, long-term recordkeeping and compliance. The NAIC's UCAA Corporate Amendment Application Insurer User Guide and other helpful information can be found by clicking on the following link: <https://content.naic.org/industry-ucaa>

For additional information regarding UCAA Form 14 review or updates, please contact: Michael Parrott at 918-295-3711 or email [UCAA@oid.ok.gov](mailto:UCAA@oid.ok.gov)

### **IMPORTANT RECONCILIATION INFORMATION**

Insurance carriers with an NAIC CoCode wishing to reconcile company appointments with the state insurance department may obtain a list of appointments via the Company Appointment Report (CAR) prior to appointment renewal invoices being created. Terminations can be made through the Interactive Appointment and Termination Application. Both applications are available to NIPR Subscribers. If you are not a subscriber or need to verify that you are subscribed to these products, please contact NIPR at 816-783-8467 or [marketing@nipr.com](mailto:marketing@nipr.com) for subscription information. You may also utilize the services of an NIPR Reseller <https://nipr.com/products-and-services/nipr-gateway/resellers>.

## KEY INFORMATION

Oklahoma will process all appointment renewals electronically through the National Insurance Producer Registry (NIPR) in 2021.

- Only appointments for insurance professionals with ACTIVE licenses on the PDB will be renewed.
- Appointment Renewal Invoices and the list of appointment renewals due will be available on the NIPR website beginning **8:00 AM CST, November 24, 2021 through 4:00 PM CST December 31, 2021**.
- The NIPR website is: [www.nipr.com](http://www.nipr.com).
- Termination notices for individual appointments that you do not wish to renew **must** be received by NIPR no later than **4:00 PM CST November 16, 2021** to allow sufficient time for processing and posting to PDB before the renewal billings are created.
- On **November 24, 2021** the NIPR website will display the invoice and a list of appointments due for renewal.
- Appointment renewal fees will be due by **4:00 PM CST December 31, 2021** for all insurance professionals listed on the invoice.
- Companies will not be allowed to terminate or cross-off any names from the invoice once it is created.
- Invoices will no longer be available after **4:00 PM CST December 31, 2021**.
- All Carrier appointments will be terminated if the invoice is not paid by **4:00 PM CST December 31, 2021**
- Appointments **will not be** renewed if payment is less than invoice total.

## IMPORTANT PAYMENT INFORMATION

### 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. Since receipt of a paper check is through a lock box account, NIPR may take several days to post the paper check and issue a refund check to your company. Therefore, you may not receive the refunded check before the payment deadline.
- Checks submitted to the Oklahoma Insurance Department will be returned unprocessed.
- Oklahoma will terminate all appointments that have not been paid by **4:00 PM CST December 31, 2021**.
- Oklahoma does not issue refunds. **Please contact NIPR ([Support@nipr.com](mailto:Support@nipr.com)) before paying if there is an invoice discrepancy.**

**Appointment Renewal and NIPR processing fees are non-refundable.**

- **Please contact the NIPR at [Support@nipr.com](mailto:Support@nipr.com)** if you have a dispute regarding a specific appointment and provide documentation to verify you previously terminated the appointment. Disputes must be resolved prior no later than **November 16, 2021** to allow sufficient time for processing and posting to Producer Database (PDB) before the renewal invoices are created.

## Renewable Licenses

Row #	Class	PDB code	PIN code
4.1	Producer	3	3
4.2	Limited Lines Producer	901	901
4.3	Title	211	211
4.4	Motor Service Club	425	425
4.5	Managing General Agent	351	351

## NIPR Transaction Fees

The NIPR processing fee per invoice will equal 1% of the total state fees charged with a minimum of \$5.00 and a maximum of a \$1,000.00

NIPR Fees			
1% of total state fees charged			Minimum \$5.00 / Maximum \$1,000.00
Example:			
# of appts: 100	State Fee per Appt Renewal: \$30.00	Total State Appt Renewal fee: \$3,000.00	NIPR fee would be 1% of the State Appointment Renewal Fee of \$3,000 = \$30.00

- Acceptable payment types: Electronic Check or Credit Card (Visa, MasterCard or American Express).
- NIPR renewal processing fee are based on the number of appointment renewals on the invoice.
- Appointment Renewal and NIPR processing fees are non-refundable.
- Oklahoma does not issue refunds.

Oklahoma State Appointment Renewal Fee			
November 24, 2021	to	December 31, 2021	\$30 per appointment

Payment Method and other Fees		
Credit Card		<ul style="list-style-type: none"> <li>• Visa, MasterCard or American Express</li> <li>• Please note there is a \$60,000.00 limit on Credit Card payments. If your invoice exceeds \$60,000.00, you must choose an alternative payment method. If you have questions regarding the other methods, please contact NIPR Customer Service.</li> </ul>
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"> <li>• A few banks or credit unions may not participate in electronic check services.</li> <li>• 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.</li> </ul> <p>*Please note ACH number.</p>

NIPR transaction fees are not refundable.

**Process beginning November 24, 2021 when the electronic invoices are posted to the website:**

- On the Internet, go to [www.nipr.com](http://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 the appointment renewal process, contact:**

- NIPR Customer Service by email at [support@nipr.com](mailto:support@nipr.com) or 1-855-674-6477
- OID Financial Division regarding the UCAA form update [UCAA@oid.ok.gov](mailto:UCAA@oid.ok.gov)
- OID Licensing Division [Licensing@oid.ok.gov](mailto:Licensing@oid.ok.gov) or 405-521-3916