

# DUE DATES & FEES



## REGULATED INDUSTRY SERVICES (RIS) DIVISION

Email: [ris@oid.ok.gov](mailto:ris@oid.ok.gov)

[Link to RIS Webpage](#)

### CEMETERY MERCHANDISE TRUST PERMIT

Application Type	System	Fee	Due Date	Frequency
Initial	OPTins	\$200.00	At Submission	
Renewal	OPTins	\$200.00	March 15	Annually
Late Renewal	OPTins	\$400.00	March 16 – April 15	Annually
Annual Report	OPTins	\$200.00	March 15	Annually

### CHARITABLE GIFT ANNUITY NOTIFICATION

Application Type	System	Fee	Due Date	Frequency
Initial Notice to Commissioner	Email to <a href="mailto:ris@oid.ok.gov">ris@oid.ok.gov</a>	No Fee	Within 90 days of Issuing 1 <sup>st</sup> CGA	
Audited Financial Statement	Email to <a href="mailto:ris@oid.ok.gov">ris@oid.ok.gov</a>	No Fee	90 Days After Financial Audit	Annually

### DISCOUNT MEDICAL PLAN ORGANIZATION REGISTRATION

Application Type	System	Fee	Due Date	Frequency
Initial – Full	OPTins	\$250.00	At Submission	
Renewal – Full	OPTins	\$250.00	Prior to Expiration Date	Annually
Initial – Exempt	OPTins	\$100.00	At Submission	
Renewal – Exempt	OPTins	\$100.00	Prior to Expiration Date	Annually
Quarterly Marketer List	OPTins	No Fee	30 Days After Quarter End	

### FUNERAL HOME PREPAID BENEFIT PERMIT

Application Type	System	Fee	Due Date	Frequency
Initial	OPTins	\$50.00	At Submission	
Renewal	OPTins	\$50.00	December 31	Annually
Late Renewal	OPTins	\$100.00	January 1-31	Annually
Annual Report	OPTins	\$50.00	March 15	Annually

### HOME SERVICE CONTRACT PROVIDER REGISTRATION

Application Type	System	Fee	Due Date	Frequency
Initial	OPTins	\$1,200.00	At Submission	
Renewal	OPTins	\$1,200.00	Prior to Expiration Date	3 Years
<b>Administrative Fee (Refer to HSCP Webpage for Fee Calculation Instructions)</b>				
Reduced Annual Adm	OPTins	\$3,000.00	April 30	Annually
1 <sup>st</sup> Quarter	OPTins	2.00%	April 30	Quarterly
2 <sup>nd</sup> Quarter	OPTins	2.00%	July 31	Quarterly
3 <sup>rd</sup> Quarter	OPTins	2.00%	October 31	Quarterly
4 <sup>th</sup> Quarter	OPTins	2.00%	January 31	Quarterly
Anti-Fraud Fee	OPTins	\$2,250	At Initial Registration & Every 3 Years Thereafter	

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### INTERLOCAL NOTIFICATION

Application Type	System	Fee	Due Date	Frequency
Audited Financial Statement	Email to <a href="mailto:ris@oid.ok.gov">ris@oid.ok.gov</a>	No Fee	180 Days After Fiscal Year-end	Annually
Actuarial Opinion	Email to <a href="mailto:ris@oid.ok.gov">ris@oid.ok.gov</a>	No Fee	180 Days After Fiscal Year-end	Annually

### MOTOR SERVICE CLUB REGISTRATION

Application Type	System	Fee	Due Date	Frequency
Initial	OPTins	\$250.00	At Submission	
Renewal	OPTins	\$100	July 1	Annually

### MULTIPLE EMPLOYER WELFARE ARRANGEMENT REGISTRATION

Application Type	System	Fee	Due Date	Frequency
Initial	OPTins	\$1,000.00	At Submission	
Initial - Exempt	OPTins	No Fee	At Submission	
Renewal	OPTins	\$250.00	Prior to Expiration Date	Annually
Renewal – Exempt	OPTins	No Fee	Prior to Expiration Date	Annually
Audited Financial Statement & Actuarial Opinion	OPTins	No Fee	90 Days After Fiscal Year-end	Annually

### PERPETUAL CARE CEMETERY PERMIT

Application Type	System	Fee	Due Date	Frequency
Initial	OPTins	\$200.00	At Submission	
Renewal	OPTins	\$400.00	March 16 – April 15	Annually
Reinstatement	OPTins	\$200.00	March 16 – June 13	Annually

### PROFESSIONAL EMPLOYER ORGANIZATION LICENSE

Application Type	System	Fee	Due Date	Frequency
Initial – Full	OPTins	\$500.00	At Submission	
Initial – Exempt	OPTins	\$250.00	At Submission	
Initial – Group	OPTins	\$500.00/Member	At Submission	
Renewal - Full	OPTins	\$250.00	Prior to Expiration Date	Annually
Renewal – Exempt	OPTins	\$250.00	Prior to Expiration Date	Annually
Renewal - Group	OPTins	\$250.00/Member	Prior to Expiration Date	Annually
Reinstatement	OPTins	Double Fee	Within 90 Days After Expiration date	

### CPA Quarterly Report

Application Type	System	Fee	Due Date	Frequency
1 <sup>st</sup> Quarter	OPTins	No Fee	June 30	Quarterly
2 <sup>nd</sup> Quarter	OPTins	No Fee	September 30	Quarterly
3 <sup>rd</sup> Quarter	OPTins	No Fee	December 31	Quarterly
4 <sup>th</sup> Quarter	OPTins	No Fee	March 31	Quarterly

### RISK PURCHASING GROUP OR PURCHASING GROUP REGISTRATION

Application Type	System	Fee	Due Date	Frequency
Initial	OPTins	\$400.00	At Submission	
Renewal	OPTins	\$400.00	Prior to Expiration Date	Annually

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### SERVICE WARRANTY

Application Type	System	Fee	Due Date	Frequency
Initial	OPTins	\$400.00	At Submission	
Renewal	OPTins	\$400.00	November 1	Annually
Annual Report	OPTins	No Fee	May 1	Annually
Initial – Exemption Req.	OPTins	No Fee	November 1	Annually
Renewal – Exemption Req.	OPTins	No Fee	November 1	Annually
Administrative Fee (Refer to SW Webpage for Fee Calculation)				
Reduced Annual Adm	OPTins	\$3,000.00	April 30	Annually
1 <sup>st</sup> Quarter	OPTins	2.00%	April 30	Quarterly
2 <sup>nd</sup> Quarter	OPTins	2.00%	July 31	Quarterly
3 <sup>rd</sup> Quarter	OPTins	2.00%	October 31	Quarterly
4 <sup>th</sup> Quarter	OPTins	2.00%	January 31	Quarterly

### THIRD PARTY ADMINISTRATOR LICENSE

Application Type	System	Fee	Due Date	Frequency
Initial	OPTins	\$100.00	At Submission	
Renewal	OPTins	\$100.00	Prior to Expiration Date	Annually
Reinstatement	OPTins	\$200.00	Within 90 Days After Expiration Date	Annually
Annual Report – <b>Waiver</b> (If No Business)	OPTins	No Fee	April 1	Annually
Annual Report	OPTins	No Fee	June 1	Annually

### VEHICLE PROTECTION PRODUCT REGISTRATION

Application Type	System	Fee	Due Date	Frequency
Initial	OPTins	\$200.00	At Submission	
Renewal	OPTins	\$200.00	July 15	Annually

### VIATICAL SETTLEMENT PROVIDER LICENSE

Application Type	System	Fee	Due Date	Frequency
Initial	OPTins	\$500.00	At Submission	
Renewal	OPTins	\$500.00	Prior to Expiration Date	Annually
Annual Statement	OPTins	No Fee	March 1	Annually

### SERVICE OF PROCESS

Designation for Service of Process (UCAA Form 12)	OPTins	\$10.00	Initial Application & With Any Change in Entity Name, Officer Attesting or Contact to Receive Service of Process	
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