

**OFFICE OF COMMISSIONER OF INSURANCE**

COMMISSIONER OF INSURANCE • INDUSTRIAL LOAN COMMISSIONER • SAFETY FIRE COMMISSIONER

Ralph T. Hudgens, Commissioner**2 Martin Luther King Jr., Dr., Suite 604, West Tower, Atlanta, GA 30334****Phone: 404-656-7556 ♦ Fax: 770-344-5798 ♦ E-mail: TBrewster@oci.ga.gov**www.oci.ga.gov**THIRD PARTY ADMINISTRATORS
RENEWAL INSTRUCTIONS AND CHECK SHEET****NON-TRADITIONAL ENTITIES
GID-363-NT DEC2014**

To: Licensed Third Party Administrators

Our department implemented a process that allows non-traditional companies to file their annual renewal packet electronic ally using our company portal. The company portal is the primary vehicle our department uses to send out information to companies such as directives and bulletins. Also, companies can use the portal to update contact information and many other functions. I am including below the information from our website for setting up an account.

Once you have determined who you want as company portal administrators, please send the information as an email attachment to my attention at TBrewster@oci.ga.gov :

- On your company's letterhead
- The name of the licensed company
- The license number of the company
- The name of the administrators, including phone numbers and email addresses
- The letter must be signed by an officer or director

Once I have received that information, we will set-up the account and the persons you have listed as company portal administrators will receive an email that will grant them temporary access to the portal.

As a licensed TPA, our regulations require you to file an annual statement and notice of major change in the organization by **March 1st**. Specifically the Regulation, Section 120-2-49.11 stipulates:

(1) Each authorized administrator shall file with the Commissioner a full and true statement of its financial condition, (an audited financial statement, prepared by a licensed certified public accountant or Financial Statement Form (**GID-056-NT**) transactions, and affairs. The statement shall be filed annually on or before March 1 or within such extension of time therefore as the Commissioner for good cause may have granted and shall be for the preceding calendar year (**extension only granted in extreme circumstances and by prior approval**). The statement shall be in such form and contain such matters as the department prescribes and shall be verified by at least two officers of such administrator.

(2) At the time of filing its annual statement, the administrator shall pay a filing fee as provided in O.C.G.A. §33-8-1. **The fee is \$400.00**. The renewal fees will be paid through an electronic payment, a bank to bank transaction accomplished by an electronic funds transfer (EFT) outside our website's company portal. The department's banking information for electronic funds transfer is confidential and each company must request access to this information. To request authorization to access the department's banking information you will need to follow these steps: (1) Access the company portal on our website at www.oci.ga.gov, (2) Go to the Official EFT (ACH) Request and complete the form, (3) Scan the form into a PDF format and upload the scanned document into the designated section by January 31, 2014. Upon the completion and review of these steps, you will be notified.

(3) The annual report shall include the complete names, addresses, NAIC Company and NAIC group number of all insurers with which the administrator had an agreement during the preceding fiscal year, and the complete names and addresses of all self-insurers where such agreement existed during the preceding fiscal year.

- a. The company must prepare a complete record of premiums and/or claims recorded for each of the insurers to which it provides TPA services.
- b. Any substantial change in the scope of services rendered by the administrator for the insurer must be documented and submitted.

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(4) In addition, the administrator shall immediately notify the Commissioner of any material change in its ownership or principal officers.

- a. Change of ownership or principals, requires a new Biographical Statement and Affidavit Form (GID-052-NT), Release of Information Form (GID-053-NT) and an investigative background report (included in the report must be a past 10-year history verifying the residences in which the individual in question has lived, any local, state and federal court findings related to the individual in question) for each individual changed in the organization.
- b. Change of ownership or principals require filing a revised organization chart including job descriptions
- c. If bylaws and/or articles of incorporation are modified, new certified copies of documents are required.

(5) Pursuant to Georgia Regulation 120-2-49-.13, each administrator shall file with the Commissioner of Insurance a certification executed by an authorized officer of the administrator wherein it is stated that to the best of his knowledge, information and belief, the advertisements disseminated by the administrator during the preceding calendar year complied, or were made to comply in all respects, with the advertising regulations of this state (must be notarized).

(6) Pursuant to Georgia Regulation 120-2-49-.07(1), every administrator shall file with the Commissioner a fidelity bond, GID-057-NT (the bond must include the Georgia Insurance Commissioner name and address as the certificate holder, with a 30 day written notice of cancellation and be in a minimum amount of \$100,000). Proof of coverage must include a complete copy of the bond, including any and all related endorsements.

(7) Pursuant to Georgia Regulation 120-2-49-.07(4), each administrator shall file with the Commissioner an errors and omissions policy (the policy must include the Georgia Insurance Commissioner name and address as the certificate holder, with a 60 day written notice of cancellation and be in a minimum amount of \$100,000). Proof of coverage must include a complete copy of the policy, including any and all related endorsements.

(8) Provide Citizenship Affidavit (GID-276-EN), along with verification.

Please note that, in accordance with the legislation, TPA licenses are to be effective from July 1 to June 30. **All Third Party Administrators licenses will expire June 30, 2015.** Therefore, all materials (Items 1-8) must be received **no later than March 1, 2015.**

ALL RENEWALS WILL BE FILED ELECTRONICALLY. For your convenience, all forms may be accessed through the Department's website. The address is: www.oci.ga.gov, then "Other Links" at the bottom of the home page, choose "Limited Risk Entities" and then choose the category for "Third Party Administrators".

Please contact me directly if you have any questions.



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**THIRD PARTY ADMINISTRATORS
 RENEWAL INSTRUCTIONS AND CHECK SHEET**

**NON-TRADITIONAL ENTITIES
 GID-363-NT DEC2014**

Third Party Administrators Annual Renewal Check Sheet

Name of Company: _____

EIN: _____ Check#: _____

Contact Person: _____

Email: _____

_____ Audited Financial Statement or Financial Statement Form **GID-056-NT**

Amount: \$ _____

_____ Citizenship Affidavit **GID-276-EN**, along with verification

_____ Complete names, addresses, NAIC company name and group number of all insurers with the complete names and addresses of all self-insurers.

_____ Complete record of premiums and claims recorded for the insurers.

_____ Any substantial change in the scope of services rendered by the administrator for the insurer must be documented and submitted.

_____ Biographical Statement (**GID-52-NT**), Release of Information (**GID-53-NT**) and an Investigative Background Report for each individual changed in the organization.

_____ Revised organizational chart and job descriptions

_____ Bylaws and/or articles of incorporation

_____ Notarized certification of advertising in accordance with Georgia Regulation 120-2-49-.13

_____ Bond Continuation Certificate

_____ Errors and Omissions extended policy