



As a Licensed Third Party Administrator in Idaho

Important Information

TITLE 41 INSURANCE – Chapter 9 Insurance Administrators

<http://www.legislature.idaho.gov/idstat/Title41/T41CH9.htm>

Annual Report – Each administrator licensed shall file an annual report for the preceding calendar year with the director on or before July 1 of each year. (§41-914)

- For requirements, visit: <http://www.doi.idaho.gov/Producer/TPA/AnnualReport.aspx>

License Renewal – Licenses expire biennially. The renewal form must be filed on or before December 31. (§41-913)

Postmarked or Submitted Electronically	Renewal Fee
On or before December 31	\$80
December 31 – January 31	\$160
After January 31	New application with supporting documents and the full application fee (\$300)

- For renewal instructions, visit: www.doi.idaho.gov/licensing/TPA_renewal.aspx

Changes – Administrators should notify the Department immediately of any material changes in ownership, control or other fact or circumstance.

- Address Change – submit *TPA Contact Information Update* form (TPA002)
- Officer Change – New officers submit *NAIC biographical affidavit*
- Name Change – submit *Business Entity Name Change Application* form (TPA003)
- Other Changes – cover letter detailing the change

Reporting of actions – An administrator shall report to the director any administrative action taken against the administrator in another jurisdiction or by another governmental agency within thirty (30) days of the final disposition of the matter. (§41-916)

Written Agreements – No administrator shall act as such without a written agreement between the administrator and the insurer. (§41-902)

Voluntary Surrender – Administrators who wish to voluntarily surrender their Idaho TPA license must notify the Department and complete a *Voluntary Surrender of TPA License* Form (TPA006)

Department TPA Contact Information:

Idaho Department of Insurance
Examinations Section – TPA
700 W State Street, 3rd Floor
Boise, ID 83720-0043

Email: DOI.TPA@doi.idaho.gov
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