

Licensed Third Party Administrator in Idaho

This page contains important reference material for your new license.

IMPORTANT DATES

Licensed TPA's must file the following reports by the corresponding due dates and/or deadlines:

- March 15: Immunization Assessment
- May 1: Health Plan Survey
- July 1 - Annual Report
- November 1 – December 31: TPA Renewal of License or Registration (every 2-years, see below)

TPA FORMS

TPA forms can be found on our website:

[TPA,PBM &Other Entities: Forms for TPAs](#)
[Forms & Links: Resources by License Type-TPA](#)

DEPARTMENT CONTACT INFORMATION FOR TPAS

Examinations Section – TPA
doi.tpa@doi.idaho.gov
Phone: (208)334-4250
Fax: (208) 334-4398

RENEWAL

Third Party Administrators must be renewed every 2 years (24 months).

Renewals for TPA's opens November 2nd and ends December 31st.

- Resident and Non-Resident Third Party Administrators can renew online via [NIPR](#).
- If you have Idaho as a designated home state for your license you may renew [online](#) if you do not have a resident license in any state.
- If you have Idaho as a designated home state for your license, but maintain a resident license in another state as well you will need to renew via
- the [mail in form](#).

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 Registration must notify the Department and complete a Voluntary Surrender of Idaho TPA License Form

NAME CHANGE

Name changes must be submitted to the Department via [the Business Entity Name Change form](#).

CONTROL CHANGE

Administrators should notify the Department immediately of any material changes in ownership, or control on the appropriate form.

- [Change of Officers](#)
- [Change of Ownership](#)

In addition, administrators holding an Idaho Home State license must include a [biographical affidavit](#) for any new officers.

CONTACT CHANGE

Updates to the following information are required within 30 days of the change via [NIPR's Contact Change Application](#):

- Business Address
- Mailing Address
- Phone Number
- Email Address.

Note: Address changes involving a state change will need to use the [State to State Address Change Form](#).

DEPARTMENT OF INSURANCE

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