

Registered Third-Party Administrator in Idaho

This page contains important reference material for your new license.

IMPORTANT DATES

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

- March 15: Immunization Assessment
- May 1: Health Plan Survey
- 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.

[Registered TPA](#) renewals are only processed by paper. There is no fee for Registered TPA renewal.

All paper renewals and checks should be mailed to:

Idaho Department of Insurance
700 W State Street, Fl 3
PO Box 83720
Boise ID 83720-0043

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](#)

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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