



## Renewal Application for Third Party Administrators

Your TPA license expires at midnight on December 31st. Follow these instructions to renew this license:

1. Fill out this form in its entirety.
2. Prepare a check or money order payable to the Idaho Department of Insurance in the amount of the renewal fee as applicable
  - If paying on or before December 31st, pay \$80.00 for the two-year renewal.
  - If paying after December 31st, up to January 31st, the fee is \$160.00.
  - If you fail to meet either of the above deadlines, your license will lapse and a new application with all supporting documentation and a \$300 application fee must be submitted.
3. Mail the completed form and payment to:

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

### TPA Information

Agency Name: \_\_\_\_\_ License #: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I attest that this license is in good standing in the domicile state and that all administrative actions and criminal prosecutions have been timely reported to the Idaho Department of Insurance, as required by Idaho Code §41-916.

\_\_\_\_\_  
(Signature of officer) Title: \_\_\_\_\_

\_\_\_\_\_  
(Print name of officer) Date: \_\_\_\_\_

