



Registered Third-Party Administrator in Idaho

TITLE 41 INSURANCE – Chapter 9 Insurance Administrators

<https://legislature.idaho.gov/statutesrules/idstat/Title41/T41CH9/>

As a Registered Administrator, you are required to file the following reports:

- March 15 - **Immunization Assessment**
- May 1 – **Self-Funded Health Plan Survey**

Links for the above requirements can be found at: <https://doi.idaho.gov/company/TPA/Dates>

Registration Renewal – Registrations expire biennially. The renewal form must be filed on or before:

- **December 31.** (§41-913)

No Fees are required with the Registration or the Renewal of a Registration

- For renewal instructions, visit: <https://doi.idaho.gov/company/TPARenewal>

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

- Address Change – submit *TPA Address and Contact Information Update* (TPA002)
- Officer Change – submit Change of Officer Notification (TPA 011).
- Name Change – submit *Business Entity Name Change Application* form (TPA003)

TPA Forms can be found here: <https://doi.idaho.gov/company/TPAForms>

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* (TPA006)

Department TPA Contact Information:

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