



Third Party Administrators Renewal Instructions

As a licensed TPA, our regulations require you to file an annual statement and notice of major change in the organization by March 1st of every year.

Following are the renewal requirements:

- (1) Each authorized administrator shall file with the Commissioner a full and true statement of its financial condition, an audited financial statement, prepared by a licensed certified public accountant or Financial Statement Form (GID-056-NT) transactions, and affairs. The statement shall be filed annually on or before March 1. Request for extensions will be reviewed on a case-by-case basis. Renewal and Processing fees and all other requirements must be met before an extension for the audited financial statements will be reviewed. The statement shall be in such form and contain such matters as the department prescribes and shall be verified by at least two officers of such administrator.
- (2) At the time of filing its annual statement, the administrator shall pay a filing fee as provided in O.C.G.A. §33-8-1. The fee is \$400.00 plus a \$5 processing fee.
- (3) The annual report shall include the complete names, addresses, NAIC company and NAIC group number of all insurers with which the administrator had an agreement during the preceding fiscal year, and the complete names and addresses of all self-insurers where such agreement existed during the preceding fiscal year.
 - a. The company must prepare a complete record of premiums and/or claims recorded for each of the insurers to which it provides TPA services.
 - b. Any substantial change in the scope of services rendered by the administrator for the insurer must be documented and submitted.
- (4) In addition, the administrator shall immediately notify the Commissioner of any material change in its ownership or principal officers.
 - a. Change of ownership or principals, requires a new Biographical Statement and Affidavit Form (GID-052-NT), Release of Information Form (GID-053-NT) and an investigative background report (included in the report must be a past 10-year history verifying the residences in which the individual in question has lived, any local, state and federal court findings related to the individual in question) for each individual changed in the organization.
 - b. Change of ownership or principals require filing a revised organization chart including job descriptions
 - c. If bylaws and/or articles of incorporation are modified, new certified copies of documents are required.

(5) Pursuant to Georgia Regulation 120-2-49-.13, each administrator shall file with the Commissioner of Insurance a certification executed by an authorized officer of the administrator wherein it is stated that to the best of his knowledge, information and belief, the advertisements disseminated by the administrator during the preceding calendar year complied, or were made to comply in all respects, with the advertising regulations of this state (must be notarized).

(6) Pursuant to Georgia Regulation 120-2-49-.07(1), every administrator shall file with the Commissioner a fidelity bond, GID-057-NT (the bond must include the Georgia Insurance Commissioner name and address as the certificate holder, with a 30-day written notice of cancellation and be in a minimum amount of \$100,000). Proof of coverage can be a continuation of coverage notice with the bond number providing or a complete copy of the bond, including any and all related endorsements.

(7) Pursuant to Georgia Regulation 120-2-49-.07(4), each administrator shall file with the Commissioner an errors and omissions policy. The policy must be automatically renewable at the expiration of the policy period except upon sixty (60) days written notice by the party not renewing the policy to the other party to the policy and to the Commissioner's name and address in the minimum amount of \$100,000. Proof of coverage must include a complete copy of the policy, including any and all related endorsements.

(8) If a new filer or if the previous affidavit is from a non-citizen, you must provide a Citizenship Affidavit (GID-276-EN), along with a copy of an acceptable id.

After review and approval, a Certificate of Authority will be issued from July 1 of the current year to June 30 of the following year. All renewal documents and fees must be paid and uploaded in the required system. No emails or mailed in documents or fees will be accepted. Please contact entitylicensing@oci.ga.gov if you need assistance.