



# Office of Commissioner of Insurance and Safety Fire

Protect | Enforce | Educate | Inform

**JOHN F. KING**  
*Commissioner of Insurance  
and Safety Fire*

Two Martin Luther King Jr. Drive  
West Tower, Suite 702  
Atlanta, Georgia 30334

**TO:** All Licensed Prepaid Legal Services Sponsors

**RE:** Annual Renewal Filing Instructions

Our department implemented a process that allows Limited Risk Entities to file their annual renewal packet electronically using our company portal. The company portal is the primary vehicle our department uses to send out information to companies such as directives and bulletins. Also, companies can use the portal to update contact information and many other functions. You have to determine who you want as company portal administrators, please send the information as an email attachment to [LimitedRisk@oci.ga.gov](mailto:LimitedRisk@oci.ga.gov).

Once we have received that information, we will set-up the account and the persons you have listed as company portal administrators will receive an email that will grant them temporary access to the portal. The information is needed for setting up an account:

- On your company's letterhead
- The name of the licensed company
- The license number of the company
- The name of the administrators, including phone numbers and email addresses
- The letter must be signed by an officer or director

**ALL RENEWALS WILL BE FILED ELECTRONICALLY** through the company portal under Annual Renewal Packet. For your convenience, all forms may be accessed through the Department's website: [oci.ga.gov](http://oci.ga.gov), choose "Limited Risk" and then choose the category for "Prepaid Legal Plans" under "Forms". Pursuant to State of Georgia Rules and Regulations §120-2-29-.04(2), each Prepaid Legal Service Plan Sponsor is required to submit a renewal application no later than **March 1<sup>st</sup> each year**. The following information is required:

1. **GID-33-NT** (Application for renewal)—Copy attached for your use
2. **GID 39-NT** (financial condition statement as of 12/31)—Copy attached for your use  
  
E-1 (statistical summary of the numbers and types of claims paid and the average dollar amount of each type of claim) — attachment to **GID-39-NT**  
  
E-2 (alphabetical listing of subscribing groups)—attachment to **GID-39-NT**  
  
Copies of all advertising or solicitation material –attachment to **GID-39-NT**
3. **The renewal fee of \$500, plus \$5 processing fee**, may be paid by credit card, E-check or EFT. If paying by credit card or E-check, a small convenience fee will be charged by the Department's electronic payment vendor, ACI, in addition to your annual renewal payment. If paying by EFT, please follow the instructions located in the Official EFT Request module in the Portal and make sure to include your **Payor ID/ORGID Number** and **Invoice ID Number** when submitting your payment information to your bank in order to ensure proper posting to your account.
4. Verification of deposit/bond
5. **GID-276-EN** (Citizenship Affidavit), along with verification

Please let me know if you have any questions via email at [LimitedRisk@oci.ga.gov](mailto:LimitedRisk@oci.ga.gov).

**Please note that failure to file a timely renewal will result in penalties being assessed as stipulated at O.C.G.A. §33-1-8 as well as possible enforcement action.**

**Prepaid Legal Services Annual Renewal Check Sheet (GID-380-NT)**

Name of Company: \_\_\_\_\_

EIN: \_\_\_\_\_ Check#: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Signature: \_\_\_\_\_

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

\_\_\_\_\_ **GID-33-NT** (Application for Renewal)

Amount \$ \_\_\_\_\_

\_\_\_\_\_ Renewal Application Fee - \$500

\_\_\_\_\_ **GID-39-NT** (Financial Statement as of 12/31)

\_\_\_\_\_ E-1 (Statistical summary of the numbers and types of claims paid and the average dollar self-insurers amount of each type of claim)-attachment to **GID-39**

\_\_\_\_\_ E-2 (Alphabetical listing of subscribing groups)-attachment to **GID-39-NT**

\_\_\_\_\_ Copies of all advertising or solicitation material-attachment to **GID-39-NT**

\_\_\_\_\_ Verification of Deposit/Bond

\_\_\_\_\_ **GID-276-EN** (Citizenship Affidavit), along with verification