STATE OF WEST VIRGINIA
Offices of the Insurance Commissioner

Earl Ray Tomblin
Governor

Michael D. Riley
Insurance Commissioner

To: All Licensed Companies

From: Agent Licensing & Education

Date: February 26, 2013

Re: Company Appointment Renewals

The West Virginia Offices of the Insurance Commissioner, Agent Licensing Section will begin company appointment renewal processing for producers through the National Insurance Producer Registry (NIPR) on June 10, 2013.

On June 10, 2013, invoices will be displayed on the NIPR website, www.nipr.com and companies will be able to view/pay appointment renewal invoices. The West Virginia state appointment renewal fee is $25.00 per individual per company. NIPR renewal processing fees are 1% of the total state fee and are not refundable. The invoice payments are due by August 15, 2013. Failure to renew producer appointments by August 15, 2013 will result in West Virginia cancelling appointments.

Companies may utilize NIPR's Company Appointment Reconciliation Report (CARR) to terminate appointments of insurance producers who no longer represent the company. Terminations for all producer appointments must be received by NIPR no later than 5pm CST on June 4, 2013 to allow sufficient time for processing and posting to PDB before the renewal invoices are created. Once invoices are displayed, companies will not be allowed to remove any names from the invoice after it has been created.

It is encouraged that each company review the company renewal procedures on NIPR's website at https://pdb.nipr.com/html/renewalsWV.htm. Appointment renewals for producers of Farm Mutual companies will be handled by paper and mailed to each Farm Mutual Company by this Department.

If you have any questions or problems navigating the online appointment renewal screens regarding this appointment renewal process, contact NIPR customer service at customerservice@Nipr.com or (855) 674-NIPR (6477).