



To: All Licensed Companies
From: Agent Licensing & Education
Date: April 1, 2015
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 9, 2015.

On June 9, 2015, 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, 2015. Failure to renew producer appointments by 4pm central time on August 15, 2015 will result in West Virginia cancelling appointments.

Terminations can be made by NIPR Subscribers through the Interactive Appointment/Termination Application. If you are not a subscriber, please contact NIPR at 816-783-8467 or marketing@nipr.com for subscription information. You may also utilize the services on an NIPR Authorized Business Partner http://www.nipr.com/authorized_business_partners.htm.”

Insurance carriers with an NAIC CoCode wishing to reconcile company appointments with the state insurance department may obtain a list of appointments via the Company Appointment Report (CAR) prior to appointment renewal invoices being created. Terminations can be made through the Interactive Appointment and Termination Application. Both of these applications are available to NIPR Subscribers.

Terminations for all producer appointments must be received by NIPR no later than 5pm CST on June 2, 2015 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).

