



To: All Licensed Companies  
From: Agent Licensing & Education  
Date: April 19, 2017  
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 7, 2017.

On June 7, 2017, invoices will be displayed on the NIPR website, [www.nipr.com](http://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 18, 2017. Failure to renew producer appointments by 4pm central time on August 18, 2017 will result in West Virginia cancelling appointments.

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. If you are not a subscriber or need to verify that you are subscribed to these products, please contact NIPR at 816-783-8467 or [marketing@nipr.com](mailto:marketing@nipr.com) for subscription information. You may also utilize the services on an NIPR Authorized Business Partner [http://www.nipr.com/index\\_authorized\\_business\\_partners.htm](http://www.nipr.com/index_authorized_business_partners.htm).

Appointments added on or after May 26, 2017 will not be included on this year's invoice and will be assigned a May 31, 2018 expiration date.

Terminations for all producer appointments must be received by NIPR no later than 4pm CST on May 26, 2017 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](mailto:customerservice@Nipr.com) or (855) 674-NIPR (6477).

