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Location:  
Financial Conditions Division  
1124 Smith Street, Room 102  
Charleston WV 25301

### **Requirements and Procedures for Corporate Changes as a Third Party Administrator in West Virginia**

All of the following information must be received in its entirety or the application may be returned unprocessed.

#### **For Home State Administrators**

- 1) Written notification on company letterhead of the corporate change
- 2) If amended, a certified copy of the Bylaws (filing fee \$50)
- 3) If amended, a copy of the Articles of Incorporation (filing fee \$50)
- 4) A copy of the approval Certificate from the West Virginia Secretary of State's Office
- 5) A check in the amount of \$200 for the issuance of a new certificate of authority

#### **For Non-Resident Administrators**

- 1) Written notification on company letterhead of the corporate change
- 2) A copy of the state of domicile's approval
- 3) A copy of the approval Certificate from the West Virginia Secretary of State's Office
- 4) A check in the amount of \$200 for the issuance of a new certificate of authority

#### **For Self-Funded Plan (Registered) Administrators**

- 1) Written notification on company letterhead of the corporate change
- 2) A copy of the approval Certificate from the West Virginia Secretary of State's Office

#### **Submit all filings to:**

West Virginia Offices of the Insurance Commissioner  
Financial Conditions Division  
PO Box 50540  
Charleston, WV 25305-0540

Checks should be made payable to the West Virginia Offices of the Insurance Commissioner. If you have any questions, please contact us at the information provided above.