



STATE OF WEST VIRGINIA
Offices of the Insurance Commissioner

James A. Dodrill
Insurance Commissioner

To: All Licensed Companies
From: Licensing & Education
Date: March 16th, 2020
Re: Company Appointment Renewals

The West Virginia Offices of the Insurance Commissioner, Licensing and Education division will begin company appointment renewal processing for producers through the National Insurance Producer Registry (NIPR) on June 8, 2020.

On June 8th, 2020, 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 31, 2020.** Failure to renew producer appointments by 4pm central time on August 31, 2020 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 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 855-674-6477 for subscription information. You may also utilize the services on an NIPR Authorized Business Partner (<https://nipr.com/products-and-services/nipr-gateway/authorized-business-partners>).

Appointments added after May 31st, 2020 will not be included on this year's invoice and will be assigned a May 31, 2021 expiration date. Non-payment of 2020 renewal appointments will result in a termination date of 5/31/2020. **Terminations for all producer appointments must be received by NIPR no later than 4pm CST on May 31st, 2020 to allow enough 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://nipr.com/products-and-services/nipr-gateway/appointment-renewals/west-virginia>. 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 <https://nipr.com/contact-us> or (855) 674-NIPR (6477).





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Key Dates to Remember

- Update and review your company appointments using NIPR before May 31st, 2020
- Any appointment changes made after May 31st, 2020 will not show up on the invoice displayed on NIPR
- Invoices will be displayed on NIPR on June 8th, 2020
- All invoice payments are due before August 31, 2020
- If a renewal invoice is not paid for, the renewal appointments will be terminated with an effective date of **May 31, 2020**.

