



STATE OF WEST VIRGINIA

Offices of the Insurance Commissioner

Allan L. McVey
Insurance Commissioner

To: All Licensed Companies
From: Licensing & Education
Date: March 15, 2023
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 6th, 2023.

On June 6th, 2023, 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, 2023.** Failure to renew producer appointments by 4pm Central Time on August 31, 2023, 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 Reseller <https://nipr.com/products-and-services/nipr-gateway/resellers>.

Appointments added after May 31, 2023, will not be included on this year's invoice and will be assigned a May 31, 2024 expiration date. Non-payment of 2023 renewal appointments will result in a termination date of 5/31/2023. **Terminations for all producer appointments must be received by NIPR no later than 4pm CST on May 31, 2023, 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 31, 2023.
- Any appointment changes made after May 31, 2023, will not show up on the invoice displayed on NIPR.
- Invoices will be displayed on NIPR on June 6, 2023.
- All invoice payments are due before August 31, 2023.
- If a renewal invoice is not paid for, the renewal appointments will be terminated with an effective date of **May 31, 2023**.
- **Failure to pay company appointments may face fine, penalty, or administrative action if company appointment is not paid or cancelled before August 31, 2023. If the appointment is no longer needed, please submit the company appointment termination using www.nipr.com**

