



**STATE OF WEST VIRGINIA  
Offices of the Insurance Commissioner  
Company Analysis and Examinations Division**

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**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 from the State of Domicile's Insurance Department\*
- 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 approval from the State of Domicile's Insurance Department\*
- 3) 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 from the State of Domicile's Insurance Department\*

**Submit all filings to:**

West Virginia Offices of the Insurance Commissioner  
Financial Conditions Unit  
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.

**\*Copies from the State of Domicile's Secretary of State will not be accepted!\***

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**Accredited by the National Association of Insurance Commissioners**