



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

**Requirements and Procedures for Renewing a Licensed or Registered
Third Party Administrator in West Virginia**

*Complete one of the following that is applicable to your company type and submit to the address above. All of the information must be received in its entirety or the application may be returned unprocessed. Make all checks payable to the WV Offices of the Insurance Commissioner. *If you don't know your license type, please visit our [Company Search Look-up page](#).*

For Self-Funded Plan Administrators

W. Va. Code §33-46-13 states “A person who directly or indirectly underwrites, collects charges or premiums from, or adjusts or settles claims on residents of this state, in connection with life, annuity or accident and sickness coverage provided by a self-funded plan other than a governmental or church plan shall register with the commissioner annually, verifying its status as in this article described.” **Due on or before the first day of October.**

- 1) A fully completed TPA-1 for Registration.

For Non-Resident Administrators

W. Va. Code §33-46-14(d) states in part that “..., each nonresident administrator shall annually file a statement that its home state administrator certificate of authority or license remains in force and has not been revoked or suspended by its home state during the preceding year.” and W. Va. Code §33-46-14(e) states in part that “..., **on or before the first day of October**, the nonresident administrator shall pay the fee set forth in section fifteen [§ 33-46-15] of this article.”

- 1) A fully completed TPA Attestation Statement for Non-Residents;
- 2) The complete name, contact person, address, and telephone number of **all** insurers (including church plans, government plans, self-funded plans, etc.) in West Virginia with which the administrator had agreements during the preceding fiscal year (indicate the plan type);
- 3) The number of West Virginia covered lives, West Virginia premiums collected (dollar amount), and the West Virginia annual claims paid (dollar amount); and,
- 4) A non-refundable check in the amount of \$200.00.

For West Virginia Home State Administrators

W. Va. Code §33-46-16(a) states that “Each administrator licensed under section twelve [§33-46-12] of this article shall file an annual report for the preceding calendar year with the commissioner **on or before the first day of July of each year** or within an extension of time granted by the commissioner for good cause.”

- 1) An unbound Audited Financial Statement performed by an independent certified public accountant;
- 2) A fully completed TPA Attestation Statement for Home States of Audited Financial Statement;
- 3) The complete name, contact person, address, and telephone number of **all** insurers (including church plans, government plans, self-funded plans, etc.) with which the administrator had agreements during the preceding fiscal year (indicate the plan type);
- 4) The number of covered lives nationwide, the annual premiums collected nationwide, the annual claims paid nationwide;
- 5) The number of West Virginia covered lives, the West Virginia premiums collected, the West Virginia annual claims paid; and,
- 6) A non-refundable check in the amount of \$300.00 (\$100 for filing annual report; \$200 for annual fee).

Accredited by the National Association of Insurance Commissioners