



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

**Requirements and Procedures to Withdrawal
as a Third-Party Administrator in West Virginia**

Complete the following and submit to either of the above addresses. All of the information must be received in its entirety or the application may be returned unprocessed.

For West Virginia Home State Administrators

- 1) Provide written notification on company letterhead of the withdrawal
- 2) The last certificate of authority issued by the WV Offices of the Insurance Commissioner

For Non-Resident Administrators

- 1) Provide written notification on company letterhead of the withdrawal
- 2) The last certificate of authority issued by the WV Offices of the Insurance Commissioner

For Self-Funded Plan Administrators

- 1) Provide written notification on company letterhead of the withdrawal
- 2) The last registration letter issued by the WV Offices of the Insurance Commissioner

Accredited by the National Association of Insurance Commissioners