



**MIKE CHANEY**  
Commissioner of Insurance  
State Fire Marshal

## MISSISSIPPI INSURANCE DEPARTMENT

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Post Office Box 79  
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**MARK HAIRE**  
Deputy Commissioner of  
Insurance

### Third Party Administrators

### Filing Requirements

Pursuant to Miss. Code Ann. § 83-18-27 and Bulletin No. 2005-1, Third Party Administrators (“TPA”) shall submit to the Mississippi Insurance Department, on or before March 1st of each year, the following:

1. An annual report for the preceding calendar year, which must include a balance sheet and an income statement. The annual report must contain original signatures of two officers of the TPA verifying that the financial statements are true and correct and have been prepared on the GAAP or SAP basis of accounting. **A consolidated annual report may be filed by the parent company, however, the annual report must include a breakout of the licensed TPA.**

**Please do not send any “encrypted filings”. For security, you can request a “secure link” submission of your financials by sending a request to [filings@mid.ms.gov](mailto:filings@mid.ms.gov). In return, a link will be emailed to you to submit your filings.**

2. A list of names and addresses of all insurers with which the TPA had an agreement during the preceding fiscal year.

3. A completed Company Information form (see below).

4. Filing Fee: The \$100.00 Filing Fee should be mailed to the address below. **Please send a copy of the Company Information form (#3 on the list) with the payment to ensure proper processing. This Filing is a separate filing requirement and not the Renewal of Company License.**

The \$100.00 filing fee should be mailed to:  
Mississippi Insurance Department  
P O Box 79  
Jackson MS 39205-0079

The documents along with the Company Information form should be submitted electronically to the Financial & Market Regulation Division at [filings@mid.ms.gov](mailto:filings@mid.ms.gov). Please do not submit

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**\*\*Note\*\***

**This Filing is a separate filing requirement and **not** the Renewal of Company License.**

### Checklist

**TO MAKE SURE YOU HAVE COMPLETED ALL THE FILING REQUIREMENTS, CHECK OFF EACH COMPLETED ITEM BELOW AND SUBMIT AS REQUIRED**

Submit the following 3 items to [filings@mid.ms.gov](mailto:filings@mid.ms.gov):

- Annual Report submitted according to requirements in #1
- A list of names and addresses submitted as required in #2
- A completed Company Information Form as required in #3

**Please remember this Filing is **not** the Renewal of Company License.**

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#### Mail the following item:

- Filing Fee with a mandatory copy of Company Information Form attached.

Any questions please feel free to contact us at [filings@mid.ms.gov](mailto:filings@mid.ms.gov).

Please do not send any “encrypted filings”. For security, you can request a “secure link” submission of your financials by sending a request to [filings@mid.ms.gov](mailto:filings@mid.ms.gov). In return, a link will be sent to you via email to submit your filings.

# Third Party Administrator (TPA) Contact Information Form

Date:

TPA Name:

TPA License #:

TPA Contact Person:

TPA Contact E-mail Address:

Phone Number:

Financial Statement Contact:

Financial Statement Contact  
Email Address:

Phone Number:

This form is a required filing document and it should be submitted to [filings@mid.ms.gov](mailto:filings@mid.ms.gov). Also include a copy with your Filing Fee payment