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Commissioner of Insurance
State Fire Marshal

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MISSISSIPPI INSURANCE DEPARTMENT

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Third Party Administrators **Filing Requirements**

See Checklist on page 2 for Filing Guidance

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 include an affidavit containing original signatures of two officers of the TPA verifying that the financial statements are true and correct; have been prepared on the GAAP or SAP basis of accounting and that no material change in financial condition from the date of the financial statement to the date of this affidavit.

Or you may submit:

2. Certified Audited Financials of the licensed TPA.

All consolidated reports filed by the parent company must include a breakout of the licensed TPA.

Please do not send any "encrypted filings". For security, you can request a "secure link" to submit financials by sending a request to filings@mid.ms.gov. In return, a link will be emailed to you to submit your complete 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 [\(click here - link\)](#).

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: Don't forget to include the Company Information Form

Mississippi Insurance Department
P O Box 79
Jackson MS 39205-0079

or

Mississippi Insurance Department
1001 Woolfolk State Office Building
501 North West Street
Jackson MS 39201

The documents along with the Company Information form should be submitted electronically to the Financial & Market Regulation Division at filings@mid.ms.gov. Please **do not** submit partial filings. **Please make sure to include your TPA Company Name and License number in the subject line of the check when submitting payment.**

****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 in a pdf attachment(s) to the following email address filings@mid.ms.gov

- Annual Report submitted according to requirements in #1 on previous page
- A list of names and addresses submitted as required in #2 on previous page
- A completed Company Information Form as required in #3 on previous page **(click here – link)**

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

Mail the following item:

- Filing Fee with a copy of Company Information Form attached with the payment. Mailing Address can be found on Page 1.

Any questions please feel free to contact us at 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. In return, a link will be sent to you via email to submit your filings. Please do not request this link until you are ready to submit the filing as it will only be good for 24 hours.