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## MISSISSIPPI INSURANCE DEPARTMENT

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# AUTOMOBILE CLUBS

## Filing Requirements

Pursuant to Miss. Code Ann. § 83-11-243, Automobile Clubs operating in the State of Mississippi shall file with the Mississippi Insurance Department, on or before March 1st of each year, a financial statement for the preceding calendar year. **The financial statement and completed information form should be submitted to the Financial & Market Regulation Division via the Mississippi Document Submission Portal.**

1. The financial statement, which must include a Balance Sheet and an Income Statement, may be prepared by a Certified Public Accountant or by the Automobile Club. At least two (2) of the Automobile Club's principal officers shall verify that the financial statements are true and correct and have been prepared on a GAAP or SAP basis of accounting.
2. A Completed Company Information Form. [\(click here – link\)](#)
3. Filing Fee: The Department will invoice a \$50.00 filing fee with the company's license renewal fee. The filing fee is due March 31<sup>st</sup> and should be paid through an Automated Clearing House (ACH) process using Vertafore's Sircon Solution ([www.sircon.com](http://www.sircon.com)). This process enhances efficiency, reduces costs and improves customer service with the Department. You will be able to submit payment for all invoices for your company in a single transaction through this service without having to pay each invoice separately. There will be a \$10 service fee for each invoice paid.

To use this service, you must be a Sircon account holder. If you do not have a Sircon account, go to [www.sircon.com/Mississippi](http://www.sircon.com/Mississippi) and click the 'Sign Up' button under 'Create Your Sircon Account – Companies' and follow the directions to setup your account. Once your account is created, you can access your account by clicking the Sign In button under 'Create Your Sircon Account – Companies'. To process payment for an invoice, select the Administration menu and click on 'Pay State Invoices'.

Payments can be made with checking, savings or corporate checking accounts. To submit these payments, your account must be authorized to accept ACH transactions. We recommend notifying your bank as soon as possible with the following information:

1. ACH Payment ID is: F742470776
2. Payment Processor: Vertafore, Inc.

NOTE: Once your Sircon account is set up and your bank is notified of the above information, no additional set up is needed. If you have any questions regarding your Sircon account or this new payment service, please contact Sircon directly at [https://sirconwalkup.vertafore.com/apex/sc\\_ContactSupport](https://sirconwalkup.vertafore.com/apex/sc_ContactSupport) or (877) 876-4430.

### **Submitting the Annual Company Filing Documents**

Starting February 15th, the Annual Company Filing documents shall be submitted via Mississippi's Document Submission portal on or before the March 1st due date by going to the Companies webpage on the Department's website ([www.mid.ms.gov](http://www.mid.ms.gov)) or by clicking on the following link: <https://www.mid.ms.gov/mississippi-insurance-department/companies/document-submission-portal/>. Questions regarding use of the Document Submission Portal should be addressed to [filings@mid.ms.gov](mailto:filings@mid.ms.gov).

### **Updating Auto Club Contact Information**

Beginning February 3, 2023, the Company Licenses/Fees Contact will be available for review and updating using the Mississippi Company Address Change Portal by going to the Companies webpage on the Department's website ([www.mid.ms.gov](http://www.mid.ms.gov)) or by clicking on the following link: <https://www.mid.ms.gov/mississippi-insurance-department/companies/document-submission-portal/>. Questions regarding use of the Company Contact Address Change Portal should be addressed to [filings@mid.ms.gov](mailto:filings@mid.ms.gov).

For the filing year 2025, Please ensure that all contact information is current no later than February 10, 2025.

### **Auto Club Renewal Application and License Renewal Fees**

The Auto Club Renewal and Fee will continue to be due by March 31<sup>st</sup>. A License Renewal Application and Invoice will be emailed to the Company License/Fees Contact with the Department on or about February 15<sup>th</sup>.

Questions regarding the Annual Auto Club License Renewal Application and/or Invoice should be addressed to the Compliance Division at [compliance@mid.ms.gov](mailto:compliance@mid.ms.gov).