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Third Party Administrators **Filing Requirements**

See Checklist on page 3 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:

Certified Audited Financials of the licensed TPA.

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

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 paid through an Automated Clearing House (ACH) process using Vertafore's Sircon Solution (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 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> or (877) 876-4430.

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

Submitting the Annual Company Filing Documents

Effective January 4th, 2023 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) 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.

Updating TPA Contact Information

Annual TPA Filing Invoices will be generated and emailed on January 15, 2025, to the Company Licenses/Fees Contact on record with the Department. The Company Licenses/Fees Contact is 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) 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.

This year, Please ensure that all contact information is current no later than January 15, 2025.

Reminder – TPA License Renewal Fees

The license renewal fees will continue to be due on the anniversary of the date your TPA license was issued. A license renewal email will be sent about 90 days prior to the due date. The license continues to be available for renewal online at www.sircon.com/mississippi using the 'Renew Your License' link, the Sircon for Agencies link or the Sircon for Individuals link.

Questions regarding the Annual TPA License Renewal Application and/or Invoice should be addressed to the Licensing Division at licensing@mid.ms.gov.

Submission 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 via Document Submission Portal

- **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.**

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

- **Filing Fee via Vertafore's Sircon Solution (www.sircon.com)**

Any questions please feel free to contact us at filings@mid.ms.gov.