



Department of Business and Industry

# Nevada Division of Insurance

1818 E. College Pkwy., Suite 103, Carson City, Nevada 89706 Phone: (775) 687-0700 Fax: (775) 687-0787 Web: doi.nv.gov

## Third-Party Administrator - Annual Report Filing Information

### See Third-Party Administrator (TPA) – Annual Report Form

Pursuant to [NRS 683A.08528](#), a Nevada third-party administrator must submit an annual report to the Division of Insurance not later than 90 days after the close of its fiscal year.

### Filing Requirements

The filing must include:

- Third-Party Administrator annual report form
- Financials that meet the requirements of [NRS 683A.08528](#) and [NAC 683A.131](#)
  - The Parental Guaranty form can be found on the Division's website at [Third-Party Administrator Forms](#).
- List of names and addresses of each insurer identified in [NRS 683A.083](#), submitted as an attachment. Provide Nevada business only. The list should be separated into sections that identify:
  - Insurance companies
  - Prepaid limited health service organizations
  - Health maintenance organizations
  - Self-insured entities
  - Multiple employer plans
  - Organization for Dental Care
  - Other – e.g. HSA, HRA, FSA, internal service fund, pensions, annuities, etc.
- Current bond verification certificate

### Filing Instructions

- Filings should be submitted electronically to [tpamail@doi.nv.gov](mailto:tpamail@doi.nv.gov) and must identify the TPA by name in the subject line.
- A separate email filing should be submitted for each administrator; do not combine filings of separate certificate holders.
- If there has been a change to your bond, the original bond documents must be mailed to the attention of your assigned analyst at the address below; all other filings must be submitted electronically.

Nevada Division of Insurance - TPA  
1818 E. College Parkway, Suite 103  
Carson City, NV 89706

Pursuant to Bulletin #18.006, extensions to the filing due date may be permitted in certain circumstances. Please visit [doi.nv.gov](http://doi.nv.gov) to obtain a copy of [Bulletin 18-006](#).

### Filing Tips

- Reporting forms can be found on the Division's website at [Third-Party Administrator Forms](#).
- Ensure that the officers who sign the report have been previously reported to the Division as officers as required by [NAC 683A.125](#) and [SB57](#).
- For Section 2, disclosure of insurers, do not write insurers on the report form. Submit the list as an attachment.