



The following checklist pertains to a **MOTOR CLUB** who wishes to continue to operate in the State of Nevada.

1. Every motor club shall file with the Commissioner on or before March 1st of each year a report which summarizes its activities for the preceding calendar year. The report must be verified by at least two officers of the motor club. The report must include:
 - A. a financial statement for the motor club, including its balance sheet and receipts and disbursements for the preceding calendar year;
 - B. any material changes in the information given in the previous report;
 - C. the number of members enrolled in the year; and
 - D. the costs of all services provided for that year
2. File on or before June 1 of each year a financial statement of the motor club certified by an independent public accountant
3. A motor club is not exempt from the provisions of NRS 679B.700
4. Fees

a) Annual Renewal (NRS 696A.150)	\$500
b) Annual Statement Filing Fee (NRS 680B.010.3)	\$25
c) Fund for Insurance Admin & Enforcement (NRS 680C.110 (hh) (2))	\$1,300

Submit the above required documents via the *Financial Filings Portal* on our website <http://doi.nv.gov/Insurers/>

The invoice e-mailed on or before February 1, 2018 will be the only invoice that Division will send out directly. If you do not receive the invoice on the initial send out, you will be able to download it via the *Company Invoice Service* located on the Insurers tab of our website.

Send payment to the Nevada Division of Insurance (address listed in header) via ACH or Check*

- ACH - MUST submit [ACH Deposit Form](#) to the accounting section via e-mail at ifn@doi.nv.gov . *Although it is not required to make a payment under \$10,000.00 via ACH or Wire Transfer, the Division encourages and recommends this payment method to streamline your renewal process.*
- Check - You must include on your check the Invoice ID# and the NAIC and/or License Number

***The Nevada Division of Insurance is required by Nevada State Law ([NRS 353.1467](#)) to receive all payments for amounts greater than \$10,000 by electronic transfer of money. Payments under \$10,000 can be made by means of paper check or electronic transfer of money.**