



Department of Business and Industry

# Nevada Division of Insurance

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**Annual Renewal Checklist:**

**PREMIUM FINANCE COMPANY**

The following checklist pertains to a **PREMIUM FINANCE COMPANY** who wishes to continue to operate in Nevada.

1. A financial statement for the preceding year which includes a balance sheet and an income statement. The income statement must identify the premium financed in Nevada during the reporting year.
2. Renewal fees as follows:

a) Annual Renewal (NRS686A.380.1 (b))	\$500
b) Fund for Insurance Admin & Enforcement (NRS680C.110.4 (q) (2))	\$1,300
c) Annual Statement Filing Fee (NRS 680B.010.3)	\$25

Pursuant to NRS 686A.380, a premium finance company shall renew its license and file the items above annually, postmarked on or before March 1<sup>st</sup>.

Required Filings will need to be submitted via the *Financial Filings Submission Portal*

**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.

Please go to our website <http://doi.nv.gov/Insurers/> and use the *Company Address Change Service* to update contact information for your company.

Any Renewal Questions can be e-mailed to the Annual Renewal Desk at [renewals@doi.nv.gov](mailto:renewals@doi.nv.gov)

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](mailto: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.**