



Department of Business and Industry

Nevada Division of Insurance

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2013 ANNUAL APPOINTMENT RENEWAL INVOICES

REQUIRED For Insurance Companies

The Nevada Division of Insurance will mail the 2013 Annual Appointment Renewal Invoices and the Detailed Appointment List **on June 27, 2013**. The invoices will be sent to the insurer's mailing address on record with the Division. The invoices are due **on or before September 1, 2013**. The amount of the invoice **must be paid in full**. Pursuant to Nevada Revised Statute 680A.200, any insurer failing to pay the appointment invoice by the due date may be assessed an administrative fine of not more than \$2,000 for each act or violation.

Pursuant to [Bulletin 09-001](#), all payments exceeding **\$10,000** must be made electronically utilizing the Division's Automated Clearing House ("ACH") process. Insurers utilizing the ACH process must complete the [ACH Incoming Funds Notification Form](#) which is located on the Division's website at www.doi.nv.gov. The ACH form must be forwarded to the Division as indicated on the form.

Companies that subscribe to SIRCON or NIPR may obtain a listing of the appointments currently on record with the Division. Companies also may terminate any appointments listed that are no longer active via SIRCON Compliance Express or the NIPR Company Appointment Reconciliation Report (CARR).

APPOINTMENTS processed after June 1, 2013 will not show on the 2013 invoice or detailed list and will be renewable in 2014. As in previous years, **TERMINATIONS** must have been completed before the last week of June, 2013 or the active appointment will appear on the 2013 Annual Appointment Renewal Invoice, we repeat, the invoice amount **must be paid in full**, please **do not** adjust the invoice or send partial payments.

Any insurer that disputes the amount of the invoice based on information from the detailed appointment list must pay the full amount of the invoice, file a written complaint with the Division and provide documentation showing that the discrepancy was a Division error. If the Division concludes the error was a Division error, the Division will provide the insurer with a form to request a refund or credit on a future invoice.

Persons with questions concerning the Annual Appointment Renewal Invoice may contact the following individuals by telephone or email:

Sherri Abeyta, Assistant Chief Producer Licensing sabeyta@doi.state.nv.us
Steve Hughey, Administrative Assistant I shughey@doi.state.nv.us

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