



Department of Business and Industry

Nevada Division of Insurance

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2016 ANNUAL APPOINTMENT RENEWAL INVOICES

REQUIRED For Insurance Companies

The Nevada Division of Insurance anticipates emailing the 2016 Annual Appointment Renewal (“AAR”) Invoices and the Detailed Appointment List **on July 1, 2016**. The invoices will be emailed the insurer’s Annual Appointment Renewal contact’s email address on record with the Division. Please make sure your contact person’s information is accurate as we will make one attempt to notify the insurer at the address of record. If you need to update your AAR contact person’s information please do so by May 30, 2016. You may access the Insurer Annual Appointment Contact Update form on the Division’s website at www.doi.nv.gov or by utilizing the [Change of Contract Notification Form](#) link. If your contact person has not received your invoice by July 5, 2016, you are encouraged to contact the Division and obtain a duplicate invoice.

The invoices are due prior to **September 1, 2016**. 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 at ifn@doi.nv.gov as indicated on the form.

APPOINTMENTS processed after June 1, 2016 will not show on the 2016 invoice or detailed list and will be renewable in 2016. As in previous years, **TERMINATIONS** must be completed before June 25, 2016 or the appointment will appear on the 2016 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.

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).

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

Imelda Vargas , Administrative Assistant I	renewal.desk@doi.nv.gov	(775) 687-0700 opt 2 opt 1
Tanya Lyons , Assistant Chief Producer Licensing	tlyons@doi.nv.gov	(775) 687-0722