



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) 687-0797 Web: doi.nv.gov

ANNUAL APPOINTMENT RENEWAL (NRS 683A.321) **REQUIRED For Insurance Companies (NAC 683A.317)**

The Nevada Division of Insurance (“Division”) will email the 2017 Annual Appointment Renewal (“AAR”) Invoice and the Detailed Appointment List **on June 30, 2017**. Nevada appointments expire on June 30, 2017.

Last Date for Processing Terminations or Appointments for 2017 Renewal

Appointments or terminations processed after June 25, 2017, will not be reflected on the 2017 invoice or detailed list. Therefore, any changes must be made prior to June 25, 2017.

Insurers must submit their appointments and terminations online utilizing SIRCON’s Compliance Express or through the National Insurance Producer Registry (“NIPR”). The Division encourages the use of the NIPR’s Company Appointment Reconciliation Report (“CARR”) for routine maintenance of the insurers’ appointments.

Important Payment Information

The invoice must be paid in full on or before September 1, 2017. NOTE: If full payment is not received by the September 1, 2017, due date, the appointments will expire retroactively as of June 30, 2017.

- **Payments Exceeding \$10,000.**

All payments exceeding **\$10,000** must be made electronically utilizing the Division’s Automated Clearing House (“ACH”) process (See [Bulletin 16-006](#)). 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.

- **Payments for Less than \$10,000.**

Payment amounts for less than \$10,000 may be paid though the ACH process described above or by mailing a check to the Division.

Penalties

Pursuant to Nevada Revised Statute (“NRS”) 680A.200(1)(d), 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 and/or may have its certificate of authority suspended or revoked. It is also a violation of NRS 683A.321 for an insurer to use a producer who is not appointed to sell, solicit or negotiate insurance on its behalf. Such violations are subject to additional penalties pursuant to NRS 680A.200(1)(d).

Disputed Invoices

Any insurer having a dispute regarding a specific appointment must submit an email to the Division and provide documentation to verify that an appointment was terminated by the insurer prior to June 25, 2017. Invoices must be paid in full.

Updating Insurer Contact Information

Please ensure that all contact information is current with the Division. You may update your company’s contact information on the Division’s Online Service Portal at www.doi.nv.gov under the “Insurers” tab.

Questions

Persons with questions concerning the Annual Appointment Renewal Invoice may contact the Division by email at renewal.desk@doi.nv.gov.