



Department of Business and Industry

# Nevada Division of Insurance

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## **2015 ANNUAL APPOINTMENT RENEWAL INVOICES**

### **REQUIRED For Insurance Companies**

As indicated on the 2015 Annual Appointment Renewal Invoice, the Nevada Division of Insurance anticipates emailing the 2015 Annual Appointment Renewal Invoices and the Detailed Appointment List **on July 1, 2015**. The invoices will be sent to the insurer's Annual Appointment Renewal email address on record with the Division. If the insurer has not provided the Division with an Annual Appointment Renewal email address, the Division will attempt to email the 2015 Annual Appointment Renewal Invoice and the Detailed Appointment List to the standard contact email address on record with the Division.

The invoices are due **September 1, 2015**. 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](http://www.doi.nv.gov). The ACH form must be forwarded to the Division at [ifn@doi.nv.gov](mailto:ifn@doi.nv.gov) as indicated on the form.

**APPOINTMENTS** processed after June 1, 2015 will not show on the 2015 invoice or detailed list and will be renewable in 2015. As in previous years, **TERMINATIONS** must be completed before June 25, 2015 or the appointment will appear on the 2015 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:

<b>Imelda Vargas</b> , Administrative Assistant I	<a href="mailto:renewal.desk@doi.nv.gov">renewal.desk@doi.nv.gov</a>	(775) 687-0700 opt 2 opt 1
<b>Tanya Lyons</b> , Assistant Chief Producer Licensing	<a href="mailto:tlyons@doi.nv.gov">tlyons@doi.nv.gov</a>	(775) 687-0722