



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) 687-0787 **Web:** doi.nv.gov

Third-Party Administrator - Annual Report Filing Information

See Third-Party Administrator (TPA) – Annual Report Form

Pursuant to [NRS 683A.08528](#), a Nevada third-party administrator must submit an annual report to the Division of Insurance not later than 90 days after the close of its fiscal year. Bulletin 18.006 permits extensions to the filing due date in limited circumstances. Please visit doi.nv.gov to obtain a copy of [Bulletin 18-006](#).

Filing Requirements

Pursuant to [NRS 683A.08528](#), the filing must include:

1. Third-Party Administrator annual report form. Do not leave Section 3-Bond Reporting fields that report money handled blank.
2. Financials that meet the requirements of [NRS 683A.08528](#) and [NAC 683A.131](#). If using a Parental Guaranty, the form with required language can be found on the Division's website at [Third-Party Administrator Forms](#). (Audited parent financials must accompany the parental guaranty.)
3. List of names and addresses of each insurer, as defined in [NRS 683A.083](#), submitted as an attachment. Provide Nevada business only. The list should be separated into sections that identify:
 - a. Insurance companies
 - b. Prepaid limited health service organizations
 - c. Health maintenance organizations
 - d. Self-insured entities
 - e. Multiple employer plans
 - f. Organization for Dental Care
 - g. Other – e.g. HSA, HRA, FSA, internal service fund, pensions, annuities, etc.
4. Current bond verification certificate

Filing Instructions

- Filings should be submitted electronically to tpamail@doi.nv.gov and must identify the TPA by name in the subject line.
- A separate email filing should be submitted for each administrator; do not combine filings of separate certificate holders.
- If there has been a change to your bond, the original bond documents must be mailed to the attention of the TPA section at the address below; all other filings must be submitted electronically.

Nevada Division of Insurance - TPA
1818 E. College Parkway, Suite 103
Carson City, NV 89706

Filing Tips

- Reporting information can be found on the Division's website at [Third-Party Administrator Forms](#) and [FAQs](#).
- Ensure that the officers who sign the report have been previously reported to the Division as officers as required by [NRS 683A.08529](#).
- For Section 2, disclosure of insurers, do not write insurers and addresses on the report form. Submit the list as an attachment.
- Partial filings are incomplete and do not meet timely filing requirements.