



Nevada Division of Insurance

INSTRUCTIONS FOR SURRENDERING A CERTIFICATE OF REGISTRATION AS A THIRD-PARTY ADMINISTRATOR (TPA)

Checklist:

Submit signed statement by a principal of the administrator requesting cancellation and providing a reason for the request. Attached

State in writing that the corporation is no longer operating as TPA in NV and has no outstanding financial obligations in connection with Nevada business. Attached

List the address where the books & records regarding NV claims will be located. Attached

Indicate whether there has been a transfer of Nevada contracts to another TPA. Provide the name of the TPA, contact name, address and phone number. Attached

Within your client list, indicate for which clients the TPA handled workers' compensation claims. If the TPA had no workers' compensation clients, provide a statement indicating so. Attached

If contracts have been transferred to another TPA, provide a list of client names, addresses and effective dates of transfer. Attached

Provide your contact information including your name, address, telephone number and fax number should we have any questions regarding your request. Attached

Important:

Contracts may not be transferred to entities that are not licensed in Nevada. Contact the Division of Insurance for information. You may refer to Division's website at <http://doi.nv.gov> for access to Nevada's laws, regulations, required industry reports and other applicable information.

Pursuant to NRS 679A.190, the expiration or voluntary surrender of a license or certificate issued pursuant to the provisions of this Code does not:

1. Prohibit the Commissioner from initiating or continuing a disciplinary proceeding against the holder of the license or certificate; or
2. Prevent the imposition or collection of any fine or penalty authorized pursuant to the provisions of this Code against the holder of the license or certificate.