

**TO:** All Insurance Companies  
All Motor Clubs  
All County Farm Mutual Companies

**FROM:** Teresa Knowles, Deputy Commissioner  
Agent Services Division

**DATE:** November 29, 2017

**RE:** 2018-2019 Company Appointment Renewal Billing Process

For the 2018-2019 annual company appointment renewal billing, the North Carolina Department of Insurance will process appointment renewals for Producer (all six major line of authority licenses), Medicare Supplement/Long Term Care, Auto Physical Damage, Limited Representative, Title Insurance, Credit Agent, and County Farm Mutual Agents electronically through the National Insurance Producer Registry (NIPR).

Electronic processing through NIPR is mandatory for **ALL** insurance companies, motor clubs, and county farm mutual companies pursuant to the requirements of 11 NCAC 06A.0501.

Please carefully review the following information detailing how the annual appointment renewals will be processed through NIPR:

- Electronic processing through NIPR is mandatory and payment cannot be sent directly to the Agent Services Division.
- The NIPR website is <http://www.nipr.com/>.
- Terminations for appointments that you do not wish to renew **must be processed no later than 5:00 pm CST January 26, 2018** to allow sufficient time for posting to the Producer Database (PDB) before the renewal billings are created. Any appointment that is active on PDB when the invoices are created will be included on the invoice and payment is required.
- No Appointment and Termination transactions will be accepted for the above-appointment types if they are submitted after 5pm CST January 26, 2018. Appointment and Termination transactions will be accepted when processing resumes on February 3, 2018. **YOU WILL BE BILLED AND MUST PAY THE ANNUAL APPOINTMENT FEE FOR TERMINATIONS NOT SUBMITTED PRIOR TO THIS TIME PERIOD.**
- On **February 2, 2018 at 8:00 am CST** the NIPR website will have the annual appointment renewal invoice due and a list of company appointments which will be renewed by payment of the invoice. Companies with no active appointments as of January 28, 2018 will not have an invoice on NIPR.
- Companies cannot terminate or cross-off any names from the invoice.
- The Department will not renew any appointments if payment is less than the amount due.
- Invoice payments are due by **March 31, 2018**. We are allowing a short grace period for you to pay via NIPR until **5:00 pm CST on May 16, 2018**. **All invoices not paid by this date will be removed from the NIPR website.**
- The Department will cancel all company appointments if the annual appointment renewal invoice is not paid by **May 16, 2018**.

### **IMPORTANT RECONCILIATION INFORMATION**

Insurance carriers with an NAIC CoCode wishing to reconcile company appointments with the state insurance department may obtain a list of appointments via the Company Appointment Report (CAR) prior to appointment renewal invoices being created. Terminations can be made through the Interactive Appointment and Termination Application. Both of these applications are available to NIPR Subscribers. If you are not a subscriber or need to verify that you are subscribed to these products, please contact NIPR at 816-783-8467 or [marketing@nipr.com](mailto:marketing@nipr.com) for subscription information. You may also utilize the services of an NIPR Authorized Business Partner <http://www.nipr.com/general/business-partners.htm>.

NOTE: The CAR report is available to insurance companies through NIPR; the Agent Services Division will not provide a report because it is available via CAR.

**Please forward this memorandum if you contract with a third party vendor to process appointments and terminations.**