



Premium Finance Company Renewal Application

It is important to note, any person, firm, corporation or association conducting business, within the State of NC, in any of these areas without a license/permit shall be guilty of a Class I felony. For more information relating to the exact laws and regulations cited in the North Carolina General Statutes, refer to NCGS Chapter 58/Article 35. For your convenience, we suggest having the following items readily available in order to assist in the completion of the electronic application for license renewal as a North Carolina premium finance company.

- √ New and/or Updated Personal Questionnaires (Form DOI-5PF) for all owners, governing members, and officers
- √ Corporate Financial Statements
 - ◇ Financials should be dated end of licensee's corporate fiscal/recent calendar year
 - ◇ Prepared in accordance with Generally Accepted Accounting Principles (GAAP)
 - ◇ Reflects a minimum \$5,000 positive net equity
 - SUBMIT ONE (1) OF THE FOLLOWING:**
 - ◇ Audited financials prepared by CPA firm or independent CPA (*attestation not required*)
 - ◇ Reviewed financials prepared by CPA firm or independent CPA (*attestation not required*)
 - ◇ Compilation financials prepared by CPA firm or independent CPA (*attestation required*)
 - ◇ Internally prepared corporate financials (*attestation required*)
- √ Surety Bonds (NEW and/or Continuation Certificate/Rider)
 - √ **NEW Surety Bond** with Power of Attorney (*if new bond number*)
 - ◇ Expiration date should not occur before June 30, 2017
 - ◇ Type A License: minimum \$5,000 -or- \$1,000 per \$5,000 in premium finance receivables to max. of \$25,000
 - ◇ Type B License: \$25,000
 - √ **Continuation Certificate/Rider**
 - ◇ Expiration date should not occur before June 30, 2017
 - ◇ Power of Attorney not required (*if same/existing bond number(s)*)
 - ◇ Type A License: minimum \$5,000 -or- \$1,000 per \$5,000 in premium finance receivables to max. of \$25,000
 - ◇ Type B License: \$25,000
- √ Non-refundable Statutory Licensing + Processing Fee (*payable to NC Department of Insurance*)
 - ◇ Payment Options: Credit Card or Check
 - ◇ Type A Fee: \$640 (*\$600/application + \$40/processing*)
 - ◇ Type B Fee: \$2,440 (*\$2,400/application + \$40/processing*)
 - ◇ Branch Offices: \$100 each (*if applicable*)

MAIL:

ORIGINAL BONDS:

PAYMENT & OTHER DOCUMENTS:

NC Dept. of Insurance	US POSTAL SERVICE	OVERNIGHT DELIVERY
Agent Services Division	NC/State of DOI	Bank of America Lockbox Services
ATTN: NIBE Team	P.O. Box 742175	Lockbox #742175
1204 Mail Service Center	Atlanta, GA 30374-2175	6000 Feldwood Road
Raleigh, NC 27699-1204		College Park, GA 30349