



April 4, 2022

RE: **2022 Appointment Renewal Procedures**

The purpose of this communication is to make sure your company is aware of the Ohio Department of Insurance's (Department) appointment renewal procedure for 2022. Please forward this appointment procedure notification to your company's Licensing/Appointment department.

Any appointment that is active on June 30, 2022 will automatically be renewed effective July 1, 2022. A renewal invoice will be sent to the company in August of 2022. The invoice will include the appointment renewal fees for all agent and agency appointments that were active as of June 30, 2022.

All appointment termination requests must be completed prior to **June 30, 2022**. The Department will not make changes to an invoice for any appointments active on July 1, 2022 with your company.

A listing of all agents and agencies appointed to represent a particular company may be obtained on the Department's website using the following link: [www.insurance.ohio.gov](http://www.insurance.ohio.gov).

Please contact the License Division at 614-644-2665 if there are any questions.

Sincerely,  
License Division Staff