



Mark Gordon
Governor

THE STATE OF WYOMING
Department of Insurance
106 E. 6th Ave. ▪ Cheyenne, Wyoming 82002

Jeffrey P. Rude
Commissioner

2023 INSURANCE COMPANY ANNUAL APPOINTMENT RENEWALS

December 5, 2023

On February 1, 2023, the Wyoming Department of Insurance (“Department”) will email the Annual Appointment Renewal Invoice and the Detailed Appointment List to each insurer. Appointments will retroactively expire effective January 31, 2023, unless the renewal invoice is paid in full on or before the due date of March 31, 2023. Pursuant to W.S. § 26-9-213, each producer acting as an agent of the insurer must be appointed and each insurer shall remit the annual appointment renewal fee to the Department.

The last day to terminate an appointment and avoid the renewal fee is January 31, 2023. Once invoices are generated, the invoice may not be altered and must be paid in full to renew the company’s appointments. Be aware that if the invoice is not paid on or before March 31, 2023, the appointments will terminate effective January 31, 2023.

All 2023 Wyoming Company Annual Appointment Renewal Invoices should be paid via Sircon’s electronic payment portal (www.sircon.com). This process enhances efficiency, reduces costs and improves customer service with the Department. You will be able to submit payment for all Appointment Renewal invoices for your company in a single transaction through this service without having to pay each invoice separately. To use this service, you must be a Sircon account holder.

If you do not have a Sircon account, go to www.sircon.com/products/carriers/signup/ and follow the instructions to establish your Sircon account. If you already have a Sircon account, no action is required by you until you receive your invoice. Access to the Pay State Invoice Service for the Wyoming Appointment Renewals will be available on February 1, 2023.

Payments will be made through an Automated Clearing House (ACH) process using Vertafore’s Sircon Solution. There will be a \$10 service fee for each invoice paid. Payments can be made with checking, savings, or corporate checking accounts. To submit these payments, the account must be authorized to accept ACH transactions.

We recommend notifying your bank **no later than January 14, 2023**, with the following information:

1. ACH Payment ID is: F742470776
2. Payment Processor: Vertafore, Inc.

If you have any questions regarding your Sircon account or this payment service, please contact Sircon at <https://sirconwalkup.vertafore.com/apex/sc>ContactSupport> or by phone at (877) 876-4430.

To access the Pay State Invoice service, go to www.sircon.com and log into your business account. Under the Administration menu click on “Pay State Invoices” to process payment.

Updating Insurer Appointment Renewal Contact Information

Appointment Renewal Invoices will be generated and emailed on February 1, 2023 to the Appointment Renewal address/contact on record with the Department. The Appointment Renewal address/contact shall be reviewed and updated using the Wyoming Company Address Change Portal by going to the Companies page on the Department’s website (<https://doi.wyo.gov/>) or by clicking the following link: <https://doi.wyo.gov/companies/company-address-change>.

Questions regarding use of the Company Contact Address Change Portal should be addressed to Tammy Rathburn at wynsdep@wyo.gov or by phone at (307) 777-7401.

Important Dates to Remember for your Appointment Renewal

- 1/31/2023:** Appointment renewal contact updates due via the Department’s Company Address Portal.
- 1/31/2023:** Last day for terminations of appointments not to be renewed.
- 2/1/2023:** Appointment renewal invoices sent via email.
- 3/31/2023:** **PAYMENT DUE** by 11:59 pm MT. Be aware, if the invoice is not paid on or before March 31, 2023, the appointments will be terminated on April 11, 2023.
- 4/1/2023:** Payment service closes and payments will no longer be accepted.

Disputed Invoices

Any insurer having a dispute regarding a specific appointment must submit an email to the Department and provide documentation to verify that an appointment was terminated by the insurer prior to February 1, 2023. Invoices must be paid in full and may not be altered.

Questions

Questions concerning the Annual Appointment Renewal Invoices may be sent to Bryan Stevens, Licensing Supervisor at doi-appt-renewals@wyo.gov or by phone at (307) 777-7344.