

Diana Capes

Subject: New Mexico - ACH Credit or Wire #1

From: sbs@naic.org <sbs@naic.org>

Sent: Monday, April 6, 2020 7:13 AM

To: Ensurem Contracting Dept. <Contracting@ensurem.com>

Subject: New Mexico - ACH Credit or Wire #1

SUPERINTENDENT OF INSURANCE
Russell Toal 505-827-4299



DEPUTY SUPERINTENDENT
Robert Doucette 505-827-5832

PRODUCER LICENSING

Sent Via E-Mail

April 6, 2020

Dear Business Entity/Producer,

The Office of Superintendent of Insurance (OSI) will switch all [Affiliations](#), and [TPA Annual Reports \(only when not renewed online\)](#). Fee payments to **ONLY** be processed electronically through an ACH Credit or Wire. All Payments by check will **Not be Accepted starting April 30, 2020** and will be returned by Certified Return Receipt.

ALL companies are required to make the Affiliations, and TPA Annual Reports (only when not renewed online), Fee payment by ACH Credit or Wire. The information to set up the ACH Credit or Wire is below. When paying the **Fees Above**, a separate ACH Credit or Wire must be submitted and should **NOT** be combined with **any other payment**.

For more information and Forms please go to the OSI Website (www.osi.state.nm.us) under Departments/Compliance Division /Producer Licensing. The website will have updates as needed.

The information for setting up the ACH Credit and Addenda is as follows:

Here is the information for the ACH Credit/Wire:

Receiving Bank: Wells Fargo Bank, N.A.
Bank Address: 420 Montgomery, San Francisco, CA 94104
Account Name: State of NM Office of Superintendent of Insurance
Bank Account Number: 4124307299
Bank Account Routing Number: 121000248

Please make sure to use the appropriate format for the Addenda; it must be in a CDD+ for CTX format.

If you do not include the Addenda OSI will RETURN the Payment.

Example: Addenda

PL*12345678*04012020*01*50.00

PL- Fee Type Affiliations or TPA Annual Reports Fee	Licence # or FEIN #	Date of Payment	01: Account	Amounts Affiliations \$20.00 per affiliate and TPA \$50.00 per Annual Report
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- If you are making a payment through **Wire** please put the **addenda** information in “Originator to Beneficiary Info”. Also if your bank will not accept the * please use a space.
- If you are making a payment through **ACH Credit** please put the **addenda** information in “Note/Special Instruction (NTE)” under Description.
- **If you do not include the Addenda OSI will RETURN the Payment.**
- **Please be advised that we have new current forms on the website with current instructions, so please email all required Forms to agents.licensing@state.nm.us.**

Should you have any questions of concerns regarding this process please feel free to contact Vanessa De Jesus at VanessaA.DeJesus@state.nm.us or Victoria Baca at VictoriaA.Baca@state.nm.us.

Sincerely,

Vanessa De Jesus
 Producer Licensing Supervisor
 Producer Licensing Bureau
 505-827-4373

Physical Address: 1120 Paseo de Peralta, Room 331, Santa Fe, NM 87501
 Mailing Address: PO Box 1689, Santa Fe, NM 87504
 Main Phone: (505) 827-4349 | Fax: (505) 827-4373 | Toll Free: (855) 4 - ASK - OSI
www.osi.state.nm.us

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Subject: New Mexico - Fee Payments

SUPERINTENDENT OF INSURANCE
Russell Toal 505-827-4299



DEPUTY SUPERINTENDENT
Robert Doucette 505-827-5832

PRODUCER LICENSING

Sent Via E-Mail

April 6, 2020

Dear Business Entity/Producer,

The Office of Superintendent of Insurance (OSI) will switch all [Name Changes, Penalties, Letter of Certification, Letter of Clearance](#), and [Exam Waiver](#). Fee payments to **ONLY** be processed electronically through an ACH Credit or Wire. All Payments by check will **Not be Accepted starting April 30, 2020** and will be returned by Certified Return Receipt.

ALL companies are required to make the **Name Changes, Penalties, Letter of Certification, Letter of Clearance and Exam Waiver**, Fee payment by ACH Credit or Wire. The information to set up the ACH Credit or Wire is below. When paying the **Fees Above**, a separate ACH Credit or Wire must be submitted and should **NOT** be combined with **any other payment**.

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Example: Addenda

PL*12345678*04012020*01*50.00

PL- Fee Type	NPN #	Date of Payment	01: Account	Amounts
Name Change Penalties				Name Change - \$30.00

Letter of Clearance Letter of Certification Exam Waiver				Penalties - \$50.00 Letter of Clearance - \$10.00 each Letter of Certification - \$10.00 each Exam Waiver - \$30.00
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Sincerely,

Vanessa De Jesus
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