



TO: All Insurance Companies
All County Farm Mutual Companies

FROM: Agent Services Division

DATE: January 18, 2023

RE: 2022-2023 Company Appointment Renewal Billing Process

PLEASE DIRECT THIS MEMO TO THE INDIVIDUAL WHO HANDLES AGENT APPOINTMENTS FOR YOUR COMPANY

The North Carolina Department of Insurance will process 2023- 2024 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 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 **January 22, 2023** at 11:59 PM CST to allow sufficient time for posting to the Producer Database (PDB) before the renewal billings are created.
- **YOU WILL BE BILLED AND MUST PAY THE ANNUAL APPOINTMENT FEE FOR TERMINATIONS NOT SUBMITTED BY THIS DATE.**
- Any appointment that is active on PDB when the invoices are created will be included and payment is required.
- Appointments terminated on or before January 22, 2023 at 11:59 PM CST will not be included on the invoice.
- On **February 3, 2023 at 9:00 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, 2023 will not have an invoice on NIPR.
- Appointments submitted on or after **January 25, 2023** or after will be given 2024 expiration dates.
- Companies cannot terminate or cross-off any names from the invoice.
- Invoice payments are due by March 31, 2023. We are allowing a short grace period for you to pay via NIPR until **3:00 pm CDT on May 14, 2023**. 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 14, 2023.

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 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 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.