

Mike Chaney  
Commissioner of Insurance



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STATE OF MISSISSIPPI  
Mississippi Insurance Department  
[www.mid.state.ms.us](http://www.mid.state.ms.us)

**THIRD PARTY ADMINISTRATORS**  
**LICENSING PROCEDURES**

**Defined as:** a person who directly or indirectly solicits or effects coverage, underwrites, collects charges or premiums from, or adjusts or settles claims on residents of this state or residents of another state from offices in this state, in connection with life or health insurance coverage or annuities.

NOTE: All licensed administrators shall file an annual report for the preceding calendar year with the Commissioner of Insurance on or before March 1. The fee is \$100 per filing.

- (1) Application (Form #TPA-101) must be completed in its entirety with the signature notarized.
- (2) Privilege tax payment (license fee) for initial license is \$200.00. Renewal fee is \$100.00 and is payable annually on the date of issuance.
- (3) Non-resident administrators are no longer required to submit a letter of certification from their home state insurance department. The MID staff will verify home state licensure on the national producer database (PDB).
- (4) All administrators must enclose the following:
  - (A) A copy of the Articles of Incorporation.
  - (B) The bylaws, rules, regulations or documents regulating the internal affairs of the administrator.
  - (C) The names, addresses, official positions of the individuals who are responsible for the conduct of affairs of the administrator.
  - (D) Annual audited financial report for the two most recent years which prove that the applicant is solvent and is a report of an independent certified public accountant on a SAP or GAAP basis that expresses an opinion on the financial statements.
  - (E) A statement describing the business plan.