

Third-Party Administrator Annual Report Information

Pursuant to Neb. Rev. Stat. §44-5814 each third-party administrator issued a certificate of authority by the Nebraska Department of Insurance (“Department”) shall file an annual report for the preceding calendar year with the Department on or before March 1.

The annual report shall be accompanied by a \$200 filing fee made payable to the Nebraska Department of Insurance. If requesting a Certificate of Compliance from the Department, an additional fee of \$5 is required.

Annual reports not properly completed or submitted by March 1 shall result in the forfeiture by the third-party administrator of fifty dollars (\$50) for each day thereafter such failure continues. The director may also suspend the certificate of authority of the third-party administrator until it properly submits the annual statement of all requested information.

The Annual statement form and accompanying attachments are required to be submitted via the online portal. The fee will also be paid electronically through the portal with either a credit card or ACH transaction. Paper submissions will not be accepted. If you are unable to complete electronically, please contact Kristy Hadden at Kristy.hadden@nebraska.gov or 402-471-0373 for an exception.

Audited financial statements are required; however, if audited statements are not available by the March 1 deadline, please submit unaudited (balance sheet and income statement are sufficient) and then email the audited financial statements once available to Kristy.hadden@nebraska.gov. If **NO** financial statements are available by the March 1 deadline, then email Kristy.hadden@nebraska.gov for an extension.

The online submission has an attestation that requires the electronic signature of two officers.