

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 is now a fillable form that should be completed in its entirety, printed, signed and mailed with all requested information attached. The form and annual statement information can be accessed on the Departments website at <https://doi.nebraska.gov/insurers/company-admissionslicensingregistration>. If financial statements are not available by March 1, please email Kristy Hadden at kristy.hadden@nebraska.gov to request an extension for submitting financials.

The Certification Statement at the end of the annual report requires original signatures of two corporate officers of the third-party administrator.

The completed form, required documentation, and payment should be mailed to:

Nebraska Department of Insurance
P.O. Box 95087
Lincoln, NE 68509-5087

If sending via overnight, use the following address:

Nebraska Department of Insurance
1526 K Street, Suite 200
Lincoln, NE 68508