



KENTUCKY APPOINTMENT RENEWAL ANNOUNCEMENT

Kentucky Appointment Renewal for 2010

Key Information:

Kentucky will again begin processing all appointment renewals electronically through the National Insurance Producer Registry (NIPR).

- The NIPR website is: www.nipr.com
- If an effective termination date is on or before December 31, 2009, you must ensure all requested terminations are received and processed prior to January 7, 2010. Therefore, no termination request will be permitted with an effective date prior to January 1, 2010 after January 7, 2010.
- Property, Casualty, Personal Lines and other lines not associated with Life and Health will be renewed in **2010**.
- Life, Health, Variable Life and Variable Annuities appointments will be renewed in **2011**.
- The NIPR website will have the renewal invoice and a list of appointment renewals due for renewal available on January 8, 2010.
 - Invoices will reflect all appointment renewals due as of January 8, 2010.
- To correctly update your invoice status, please make payments directly to NIPR as instructed on the web-site. These payments will be forwarded to the state the same day, and the invoice will be reflected as paid.
- By using NIPR's Electronic Appointment Renewals, you will be assured that the Kentucky Appointment Renewals will be updated.
- Electronic payment options offered by NIPR will immediately reflect the invoices as paid and will forward payment and renewal transactions to Kentucky within 24 hours of that payment.
- Invoices **will not** be displayed or made available for payment on the NIPR website after 5 pm est. on Tuesday, June 30, 2010.
- Kentucky appointments will be updated to reflect termination of appointments as a result of non-payment after the renewal period ends (Close of Business 5 pm EST.) June 30, 2010

IMPORTANT PAYMENT INFORMATION

Payments for Kentucky Appointment Renewals must be received by NIPR through the Electronic Options made available. If you are unable to process appointment renewals electronically, please contact the Kentucky Department of Insurance, Agent Licensing Division at (502) 564-6004, or DOI.AgentLicensingMail@ky.gov. Please speak to Sandy Chapman or Lee Webb for assistance.



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NOTE: NO PAPER CHECKS:

- Companies that submit a payment to NIPR via paper check will not have their renewal invoice processed and will have the payment refunded to them
- Since receipt of a paper check is through a lock box account, NIPR may take several days to post the paper check and issue a refund check to your company.
 - NIPR is not responsible for any renewal late fees incurred during this period
- The renewal amount is **doubled** pursuant to Kentucky Law, if payment is not received, processed, and paid in full by Close of Business (5 pm est.) March 31
- All appointments will be terminated, If not paid in full by Close of Business (5 pm EST.) June 30, 2010

NIPR Transaction Fees

Transaction Fees			
1 appointments	To	100 appointments	\$1.00 per Invoice
101 appointments	To	2,999 appointments	\$5.00 per Invoice
3000 or more appointments			\$10.00 per Invoice

NIPR renewal processing fee are based on the number of appointment renewals on the invoice

Kentucky State Appointment Renewal Fees			
January 8, 2010	To	March 31, 2010	Individual producers with resident license \$40.00
January 8, 2010	To	March 31, 2010	Business entity/agencies with resident license \$100.00
January 8, 2010	To	March 31, 2010	Individual producers with non-resident license \$50.00
January 8, 2010	To	March 31, 2010	Business entity/agencies with non-resident license \$120.00

Renewal fees received and processed on April 1 and before Close of Business (5 pm EST.) June 30 **will be doubled**

Payment Method and other Fees		
Credit Card		Visa, MasterCard or American Express
Electronic Check	There are no check processing fees for utilizing the electronic check payment method but NIPR transactions fees will apply	<ul style="list-style-type: none"> • Customers using the Pay by Check method should know that funds must be drawn on a U.S., Puerto Rican or U.S. Virgin Islands financial institution. • An appropriate receipt will be displayed for you to print and file. • If your account needs a pre-authorization to use this electronic check service, you will need to



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Payment Method and other Fees		
		provide your financial institution with this information: NIPR ACH - 9098504041.
Processing Fee		A fee of 3.5% of the invoice amount may be assessed to the total payment

NIPR processing fees are not refundable

Process after January 8, 2010 when the electronic invoices are on the website is:

- On the Internet, go to www.nipr.com
- Follow the links to company appointment renewals and sign-in using your company identifiers: company cocode, FEIN, and/or company name
- After entering the necessary identifying information, you can:
 - Print/Pay the Invoice
 - View the detail report of appointment renewals
 - Print the Report
 - Download the Report as text (delimited)
 - Download the Report as XML.
- Help screens and NIPR Customer Support are available to guide you through the process.

If you have any questions regarding the appointment renewal process, contact:

- NAIC Help Desk 816-783-8500 – Problems navigating the online appointment renewal screens
- NIPR Customer Service at 816-783-8468 or customerservice@nipr.com - for any problems other than appointment renewal screens
- Kentucky Agent Licensing at 502-564-6004 or e-mail us at koiagentlicensingmail@ky.gov