



**MIKE CHANEY**  
Commissioner of Insurance  
State Fire Marshal

**MARK HAIRE**  
Deputy Commissioner of  
Insurance

## MISSISSIPPI INSURANCE DEPARTMENT

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JACKSON, MISSISSIPPI 39201  
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Jackson, MS 39205-0079  
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### Third Party Administrators

#### Filing Requirements

Pursuant to Miss. Code Ann. § 83-18-27 and Bulletin No. 2005-1, Third Party Administrators (“TPA”) shall submit to the Mississippi Insurance Department, on or before March 1<sup>st</sup> of each year, the following:

1. An annual report for the preceding calendar year, which must include a balance sheet and an income statement. The annual report must contain original signatures of two officers of the TPA verifying that the financial statements are true and correct and have been prepared on the GAAP or SAP basis of accounting.
2. A list of names and addresses of all insurers with which the TPA had an agreement during the preceding fiscal year.
3. A \$100.00 filing fee. In the memo section of the check, please state the following: TPA Annual Statement Filing Fee and include your Mississippi License Number.
4. A completed Company Information form (see below).

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The \$100.00 filing fee should be mailed to:

Attn: Financial & Market Regulation Division  
Mississippi Insurance Department  
P O Box 79  
Jackson MS 39205-0079

The documents along with the Company Information form should be submitted electronically to the Financial & Market Regulation Division at [filings@mid.ms.gov](mailto:filings@mid.ms.gov). Please make sure to include your TPA Company Name and License number in the subject line.

# Third Party Administrator (TPA) Contact Information Form

Date:

TPA Name:

TPA License #:

TPA Contact Person:

TPA Contact E-mail Address:

Financial Statement Contact:

Financial Statement Contact  
Email Address:

**\*\*\*This form is a required filing document that should be submitted with your filing.**