



STATE OF WEST VIRGINIA  
Offices of the Insurance Commissioner  
Financial Conditions Division

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Financial Conditions  
1124 Smith Street, Rm 102  
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**Renewal of Non-Resident and/or Registered  
Third Party Administrators in the State of West Virginia**

September 14, 2012

To Whom It May Concern:

Please note that the renewal notice letter for all Third Party Administrators is no longer being mailed out. It is the responsibility of each Third Party Administrator to maintain their license and/or registration with this Office, which includes the submission of the annual filing which is due **on or before October 1 of each year**.

The below link has been provided for easy access to the renewal instructions and any applicable forms:

<http://www.wvinsurance.gov/company/Forms/ThirdPartyAdministrator.aspx>

You may submit your annual filing to the address below. Please make your check payable to the WV Offices of the Insurance Commissioner.

If you have any questions regarding the requirements, please contact Dean Hastings at (304) 558-6279 ext. 1149 or at [dean.hastings@wvinsurance.gov](mailto:dean.hastings@wvinsurance.gov).

Cristy Dunlap, CAP, MOS  
Financial Conditions Division