

Wisconsin Appointment Renewal Process for 2017**Key Information:**

Wisconsin will be processing all appointment renewals electronically through the National Insurance Producer Registry (NIPR).

- Appointment billing process begins January 11, 2017.
- Renewal period - appointment invoice and a list of agents associated with the invoice will be available on the NIPR Web site at www.nipr.com beginning 9:00 a.m. CST, January 11, 2017 through 4:00 p.m. CDT March 15, 2017.
- Appointment terminations can only be processed for appointments that are shown as active on the PDB at the time the termination transaction is sent to NIPR.
- NIPR will turn off all appointment and termination transactions on December 31, 2016 at 11:59 p.m. CST. Appointment and termination processing will be turned back on January 11, 2017 at 9:00 a.m. CST. Any transactions submitted during this period will be declined until Gateway processing resumes on January 11, 2017.
- The deadline to submit an agent termination is by 11:59 p.m. on December 31, 2016 of the current year. No reconciliation will be allowed on or after January 1, 2017.
- If the company fails to pay the renewal appointment invoice by March 15, 2017 deadline, all agent appointments will automatically canceled. The company would be required to reappoint the agents.
- NIPR transaction processing fees are non-refundable.
- By using NIPR's electronic appointment renewals, NIPR invoice will be updated as paid, and the transactions to renew will be forwarded to the state within 24 business hours.
- NIPR will display the invoices as paid, once payment is received.

Appointee Must Hold this license class on PDB:

Intermediary (Agent) Individual

IMPORTANT RECONCILIATION INFORMATION

- Companies with a NAIC Co Code wishing to reconcile their appointments with Office of the Commissioner of Insurance may obtain a list of agents via the Company Appointment Report (CAR) prior to the appointment renewal invoices being created. Terminations can be made through the Interactive Appointment and Termination Application. Both of these applications are available to NIPR Subscribers. If you are not a subscriber or need to verify that you are subscribed to these products, please contact NIPR at 816-783-8467 or marketing@nipr.com for subscription information. You may also utilize the services of an NIPR Authorized Business Partner http://www.nipr.com/authorized_business_partners.htm.

IMPORTANT PAYMENT INFORMATION

Payments for Office of the Commissioner of Insurance appointment renewals **must** be received by NIPR through the Electronic Options made available.

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 returned 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 return check to your company.
- NIPR is not responsible if non-renewal terminations are incurred or any renewal late fees incurred during this period, if applicable.

NIPR Transaction Fees

NIPR Renewal processing fee will equal 1% of the total state fee charged with a minimum of \$5.00 and maximum of \$1000.00. **Transaction fees must be paid to renew.**

Example:

# of Appointments	State Fee per Appointment Renewal	Total State Appointment Renewal Fee
100	\$10.00	\$1000.00

NIPR Transaction fee would be 1% of the State Appointment Renewal Fee of \$1000.00 = \$10.00

NIPR processing fees are not refundable.

Wisconsin Office of the Commissioner of Insurance Appointment Renewal Fees

The fee is based on whether the agent is a resident or non-resident of Wisconsin reported to the Producer Database (PDB). Wisconsin's fee is not based on the resident state of the company.

Renewal Start Date	Renewal End Date	Type	Fees
January 11, 2017	March 15, 2017	Resident	\$16
January 11, 2017	March 15, 2017	Nonresident	\$40

Payment Method and other Fees	
Credit Card	If you are paying by credit card (Visa, MasterCard, or American Express) the process will be entirely electronic. Please note there is a \$60,000 limit on Credit Card payments. If your invoice exceeds \$60,000.00, you must choose an alternative payment method. If you have questions regarding the other methods, please call NIPR Customer Service. An appropriate receipt will be displayed for you to print for your records.
Electronic Check	<ul style="list-style-type: none"> • A few banks or credit unions may not participate in electronic check services

	<ul style="list-style-type: none"> • If your bank needs a pre-authorization to use this electronic check service you will need to provide your financial institution with this information: NIPR ACH-9431763793. • There is a \$25.00 returned check charge for any electronic check that does not clear the applicant's bank. Additionally, the state will be notified if any issue with payment is not promptly resolved, possibly resulting in non-renewal of appointments or a reversal of renewals, until payment is made.
PayPal Account	

NIPR transaction processing fees are non-refundable

Process beginning January 11, 2017 when the electronic invoices are on the website:

- On the Internet, go to www.nipr.com
- Follow the links to company appointment renewals and sign-in using your company identifiers: company Co Codes, 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 this new appointment renewal process, contact:

NIPR Customer Service at abpdirect@nipr.com