



OFFICE OF COMMISSIONER OF INSURANCE
COMMISSIONER OF INSURANCE • INDUSTRIAL LOAN COMMISSIONER • SAFETY FIRE COMMISSIONER
Ralph T. Hudgens, Commissioner



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www.oci.ga.gov

**PREPAID LEGAL SERVICES ANNUAL
RENEWAL INSTRUCTIONS AND CHECK SHEET**

**NON-TRADITIONAL ENTITIES
GID-380-NT DEC2014**

TO: All Licensed Prepaid Legal Services Sponsors

Our department implemented a process that allows non-traditional companies to file their annual renewal packet electronic ally using our company portal. The company portal is the primary vehicle our department uses to send out information to companies such as directives and bulletins. Also, companies can use the portal to update contact information and many other functions. I am including below the information from our website for setting up an account.

Once you have determined who you want as company portal administrators, please send the information as an email attachment to my attention at Tbrewster@oci.ga.gov :

- On your company's letterhead
- The name of the licensed company
- The license number of the company
- The name of the administrators, including phone numbers and email addresses
- The letter must be signed by an officer or director

Once I have received that information, we will set-up the account and the persons you have listed as company portal administrators will receive an email that will grant them temporary access to the portal.

Pursuant to State of Georgia Rules and Regulations §120-2-29-.04(2), each Prepaid Legal Service Plan Sponsor is required to submit a renewal application no later than **March 1st each year**. The following information is required:

1. **GID-33-NT** (Application for renewal)—Copy attached for your use
2. **GID 39-NT** (financial condition statement as of 12/31)—Copy attached for your use
 - a. E-1 (statistical summary of the numbers and types of claims paid and the average dollar amount of each type of claim)—attachment to **GID-39-NT**
 - b. E-2 (alphabetical listing of subscribing groups)—attachment to **GID-39-NT**
 - c. Copies of all advertising or solicitation material –attachment to **GID-39-NT**
6. **The renewal fee of \$500** will be paid through an electronic payment, a bank to bank transaction accomplished by an electronic funds transfer (EFT) outside our website's company portal. The department's banking information for electronic funds transfer is confidential and each company must request access to this information. To request authorization to access the department's banking information you will need to follow these steps: (1) Access the company portal on our website at www.oci.ga.gov, (2) Go to the Official EFT (ACH) Request and complete the form, (3) Scan the form into a PDF format and upload the scanned document into the designated section by January 31, 2014. Upon the completion and review of these steps, you will be notified.
7. Verification of deposit/bond
8. **GID-276-EN** (Citizenship Affidavit), along with verification

Please note that failure to file a timely renewal will result in penalties being assessed as stipulated at O.C.G.A. §33-1-8 as well as possible enforcement action.



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**NON-TRADITIONAL ENTITIES
 GID-380-NT DEC2014**

Prepaid Legal Services Annual Renewal Check Sheet

Name of Company: _____

EIN: _____ Check#: _____

Contact Person: _____

Email: _____

_____ **GID-33-NT** (Application for Renewal)

Amount \$ _____

_____ Renewal Application Fee - \$500

_____ **GID-39-NT** (Financial Statement as of 12/31)

_____ E-1 (Statistical summary of the numbers and types of claims paid and the average dollar self-insurers amount of each type of claim)-attachment to **GID-39-NT**

_____ E-2 (Alphabetical listing of subscribing groups)-attachment to **GID-39-NT**

_____ Copies of all advertising or solicitation material-attachment to **GID-39-NT**

_____ Verification of Deposit/Bond

_____ **GID-276-EN** (Citizenship Affidavit), along with verification