

TPA CHECKLIST

Physical Address:

Missouri Department of Commerce & Insurance
301 West High St., Room 530
Jefferson City, MO 65102-0690

Mailing Address:

Missouri Department of Commerce & Insurance
P.O. Box 690
Jefferson City, MO 65102-0690

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Legal Citation:

Missouri Code Sections 376.1075 - 376.1095 and Regulation 20-CSR 200-9.100-9.800 Resident and Non-resident must file an application form for a certificate of registration. Fee: Initial application fee of \$1,000.

Annual filing documentation and fee of \$250 due March 1 of each year

Annual renewal fee of \$250 due July 1 of each year for the Certificate of Authority

Application: insurance.mo.gov/industry/forms/documents/375-1685.pdf.

At initial registration, the company must mail the following documents required:

1. All basic organization documents of the administrator, including the Articles of Incorporation, Articles of Association, Partnership agreements, trade name certificate, trust agreements, shareholder agreement and all amendments to such documents.
2. A currently dated Certificate of Good Standing and/or Fictitious Name Registration from the Missouri Secretary of State's office at [Search for a Business Entity](#).
3. Bylaws, rules and regulations of the administrator.
4. Biographical affidavit form for all individuals who are responsible for the conduct of the affairs of the administrator Biographical affidavit: insurance.mo.gov/industry/forms/375-0536.pdf.
5. Annual audited financial statements or reports for the two most recent years.
6. Plan of operation of the administrator.
7. If the applicant will be managing the solicitation of new or renewal business, proof that it

employs or has contracted with an agent licensed in this state for solicitation and taking of business.

8. Notification of Insurer/Trust Agreements http://insurance.mo.gov/industry/forms/documents/375-1684_000.pdf. (the \$250 fee is not due at the initial application)
9. Bond: <http://insurance.mo.gov/industry/forms/documents/375-1811.pdf>. Under the bonding requirement, each administrator must file a Surety bond in the amount of \$50,000.
10. TPA Questionnaire http://insurance.mo.gov/industry/forms/documents/375-0083_000.pdf.
11. TPA 376.1092 Form <http://insurance.mo.gov/industry/forms/documents/TPA3761092.pdf>.

Annual filings due by March 1 of each year the following must be filed by each TPA licensed in Missouri:

1. The annual filing needs to be submitted electronically using the TPA Web Portal found at <https://apps.difp.mo.gov/TPA/Pages/Account/Login.aspx>. There is a TPA Web Portal User Guide found at <http://insurance.mo.gov/industry/forms/#Third> and also in the HELP section of the TPA Web Portal.
2. Completed Notification of Insurer/Trust Agreements form found at http://insurance.mo.gov/industry/forms/documents/375-1684_000.pdf
3. TPA Questionnaire http://insurance.mo.gov/industry/forms/documents/375-0083_000.pdf.
4. TPA 376.1092 Form <http://insurance.mo.gov/industry/forms/documents/TPA3761092.pdf>.
5. A currently dated (within 90 days) Certificate of Good Standing and/or Fictitious Name certificate from the Missouri Secretary of State.
6. Annual financial statement or report for the previous calendar year.
7. Filing fee of \$250 needs to be mailed with the invoice to the Missouri Department of Commerce and Insurance.

Net Worth Requirement: Must have and maintain positive net worth on a stand-alone basis throughout period of licensure.

Stop-loss Statute: None.

Utilization Review Statute: Missouri regulates firms providing Utilization Review services including HMOs and Insurers. However, the statute exempts federal plans, self-insured plans and Worker's Compensation firms. Licensing is required. A fee of \$1000 applies. Contact the Licensing section at 573-751-3518.