



**Third Party Administrator (TPA)
License Renewal Application Checklist**

ORC Chapter 3959, and OAC Rule 3901-8-05

All Applicants:

- Non-refundable filing fee of \$300.00.
(Check or money order made payable to the “State of Ohio Treasurer”.)
- Completed Third Party Administrators (TPA) License Renewal/Continuation Application (Form INS3212 or INS3213).
- For corporate applicants, add the following information in the section of the application asking for identification of at least one Designated/Responsible licensed Producer.
TPA RDA Agent – SSN 888-38-8888 (License # 931378)
- Include proof that the TPA carries all insurance and bonds required by ORC 3959.11(C) as provided for and mandated by the “Employee Retirement and Income Security Act of 1974, (ERISA)” 88 Stat. 829, 29 U.S.C. 1001, as amended, and they are maintained continuously in force.
[OAC 3901-8-05(F)(1)]
- Include any change of officers, directors, partners, members, or trustees, or any change of shareholders or other owners or members holding five per cent or more of ownership, and any change of the business, mailing, and email addresses that has occurred since the last application, and has not been previously reported to the department.
[OAC 3901-8-05(F)(5)]

Additional Requirements for Non-Resident Applicants:

- Provide a copy of the current home state certification or its equivalent, dated within ninety days of the application, or a copy of the current license issued in the third party administrator’s United States state of domicile.
[OAC 3901-8-05(F)(3)]; or
- If the non-resident’s state of domicile does not provide for licensing of third party administrators, provide proof from the domicile state that third party administrators are not required to be licensed in that state. Renewal applicants with no home state license requirements must satisfy the licensing requirements and all applicable Ohio statutes and regulations in order to receive a license in Ohio.
[OAC 3901-8-05(F)(4)]

**NOTE: APPLICATIONS SUBMITTED WITHOUT ALL OF THE ABOVE LISTED ITEMS
WILL BE RETURNED TO THE APPLICANT AS INCOMPLETE.**