



CHESTER J. CULVER
GOVERNOR

SUSAN E. VOSS
COMMISSIONER OF INSURANCE

PATTY JUDGE
LT. GOVERNOR

Memorandum

To: Administrators doing business in Iowa
From: Iowa Insurance Division
Re: Chapter 510 Code of Iowa
Regulation of Managing General Agents and Third Party Administrators

The law referenced above gives the Iowa Insurance Division regulatory oversight of third party administrators. All affected persons should review this statute to determine their rights and responsibilities and to ensure compliance.

Under the law, administrators must register with the Insurance Division in order to do business in the state of Iowa. The law also requires that certain documents be kept on file at the administrator's principal office. Because the law requires that the Insurance Division verify the financial responsibility of all applicants, a bond will be required as part of the application process.

Since the law applies to all administrators, including those who administer self-insured plans, we may not have a complete record of all administrators doing business in Iowa. If you are aware of any administrators who are not in compliance with these requirements or have not been notified, please feel free to inform this office.

Please download and print the Certificate of Registration from the iid's web site (instructions enclosed). This form, completed in duplicate and accompanied by a \$100 filing fee and a self addressed, stamped envelope, should be submitted to the Insurance division at the following address:

**Iowa Insurance Division
330 Maple
Des Moines, Iowa 50319-0065
Attention: Lori Taha**

If the document is approved, it will be so stamped and a copy returned to you. You will then be required to renew your registration every three years. If the registration is not approved, you will be notified in writing with an opportunity for a hearing.

This is only a brief summary of the statutory requirements. The Division encourages you to review it in detail. If you have any questions, please feel free to contact me at 515-281-5708.