

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION

DIVISION OF INSURANCE

124 S. Euclid Ave., 2nd Floor, Pierre, South Dakota 57501
Tel: 605.773.3563 Fax: 605.773.5369 dlr.sd.gov/insurance

Check List

South Dakota Third Party Administrator Application

Items required when LICENSING as a TPA

- Completed application.
- \$500 filing fee payable to SD Division of Insurance.
- Two most recent year's financial statements proving solvency.
- Letter of account verification signed by an officer of the financial institution where you maintain your fiduciary accounts.
- Names, addresses, official positions and qualification of individuals responsible for conducting affairs or exercises in control or influence over the affairs.
- Basic organizational documents of the administrator.
- Bylaws, rules, regulations or similar documents regulating internal affairs.
- Statement describing the business plan including information on staffing levels and activities proving a sufficient number of experienced and qualified personnel.
- If applicant will be managing the solicitation of new or renewal insurance business, proof that it employs or has contracted with an agent licensed by this state.
- Copy of all executed administrative agreements with insurers.

Items required when REGISTERING as a TPA

- Completed application.
- \$500 filing fee payable to SD Division of Insurance.
- Copy of the TPA Certificate of Authority or License issued by your state of domicile.