MIKE CHANEY
Commissioner of Insurance
State Fire Marshal

MARK HAIRE
Deputy Commissioner of Insurance

STATE OF MISSISSIPPI
Mississippi Insurance Department

501 N. West Street
1001 Woolfolk Building (39201)
Post Office Box 79
Jackson, Mississippi 39205-0079
Phone 601-359-3569
www.mid.ms.gov

ANNUAL COMPANY LICENSE RENEWAL AND INVOICE PROCEDURES

The Mississippi Insurance Department ("Department") has changed the process regarding delivery method and payment of the Annual Company License Renewals and Invoices and will now accept online submission of Annual Company License Renewal Applications in addition to allowing for the electronic payment of invoiced fees. On April 16, 2021, the Department anticipates emailing the Annual Company License Renewal Application along with the Invoice containing required fees to each insurer with a renewal date of June 1, 2021, which include the **Property & Casualty Single-line, Multi-line and Title** license types. Below you will find instructions regarding this new process:

Payment Process for 2021

All 2021 Mississippi Annual Company License Renewal Invoices should be paid through an Automated Clearing House (ACH) process using Vertafore's Sircon solution. There will be a $10 service fee for each invoice paid. Payments can be made with checking, savings, or corporate checking accounts. To submit these payments, the account must be authorized to accept ACH transactions. We recommend notifying your bank as soon as possible with the following information:

1. Sircon's ACH ID is: 1841393599
2. Payment Processor: ePayPolicy

NOTE: If you do not have a Sircon account, please go to https://www.sircon.com/Mississippi. Under 'Create Your Sircon Account for Carriers', click the Sign Up button.

To access the State Invoice Payment service, go to https://www.sircon.com/Mississippi. Under 'Create Your Sircon Account for Carriers', click the Sign In link under the Sign Up button and log into your business account. Under the Administration menu, click on Pay State Invoices to process payment.

If you have any questions regarding your Sircon account or this payment service, please contact Sircon at https://sirconwalkup.vertafore.com/apex/sc_ContactSupport or (877) 876-4430.

Submitting the Annual Company Renewal Application

The Annual Company License Renewal Application shall be submitted via Mississippi's Document Submission portal by going to the Companies webpage on the Department's website (www.mid.ms.gov) or by clicking on the following link: http://www.mid.ms.gov/companies/filing-submission-portal.aspx.

Questions regarding use of the Document Submission Portal should be addressed to filings@mid.ms.gov.

Questions regarding the Annual Company License Renewal Application and/or Invoice should be addressed to the Statutory Compliance Division at compliance@mid.ms.gov.

Updating Insurer Company Renewal Contact Information

Annual Company License Renewal Applications and Invoices will be generated and emailed on April 16, 2021, to the Company Licenses/Fees Contact on record with the Department. The Company Licenses/Fees Contact shall be reviewed and updated using the Mississippi Company Address Change Portal by going to the Companies webpage on the Department's website (www.mid.ms.gov) or by clicking on the following link: http://www.mid.ms.gov/companies/filing-submission-portal.aspx.

Questions regarding use of the Company Contact Address Change Portal should be addressed to filings@mid.ms.gov.

Please ensure that all contact information is current no later than April 14, 2021.