



License Update Form Instructions

Every insurer that is licensed in North Carolina must annually submit a completed "License Update Form" and the applicable license continuation fee by March 1st. Failure to properly respond and/or complete the "License Update Form" can jeopardize the licensing of the insurer.

The "License Update Form" and the applicable license continuation fee may be submitted either by mail or by using the electronic payment option, as outlined below. **A hardcopy of the "License Update Form" is not required to be filed if an insurer uses the electronic payment option, as all form information will be collected during the electronic payment process.**

Not Utilizing Electronic Payment Option

If an insurer is not using the electronic payment option, proceed as follows:

1. Complete and print the "License Update Form."
2. Enclose a check payable to the "North Carolina Department of Insurance" for payment of the applicable license continuation fee based on company type as outlined in Part 2 of the "License Update Form."
Checks must include the following information on the check stub:

- (1) NAIC Company Code.
- (2) Company Name, if different than the payor on the check.

If a check is payment for more than one insurer's fees, the check stub must include the above information for EACH insurer.

3. Mail the completed "License Update Form" with enclosed check via US Postal Service to:

North Carolina Department of Insurance
Financial Analysis Section
1203 Mail Service Center
Raleigh, NC 27699-1203

or by carrier other than the US Postal Service to:

North Carolina Department of Insurance
Financial Analysis Section
3200 Beechleaf Court
Raleigh, NC 27604

The "License Update Form" is NOT to be mailed with the Annual Statement.

Utilizing Electronic Payment Option

If an insurer is using the electronic payment option, proceed as follows:

1. Go to <https://ww2.ncdoi.com/renewals/coselect>.
2. Enter the five-digit NAIC Company Code.
3. Review the demographic and contact information on file for accuracy and make any necessary changes.

4. Click "Proceed to Payment" to pay the applicable license continuation fee via e-check. (If needed for accounts payable purposes, the Company Number for the North Carolina Department of Insurance is 9044036175.)

Questions concerning the filing requirements should be directed to financialanalysis submissions@ncdoi.gov.