

## **2013 Annual Contracted Producer Report – due March 1, 2014**

All licensed insurance companies must file an Annual Contracted Producer Report if the company paid an insurance producer(s) \$100.00 or more in commission for Rhode Island business during calendar year 2013. If the company did not pay any insurance producer(s) \$100.00 or more in commission for Rhode Island business then the company must still file a report indicating that they have a “zero” reporting. *This requirement does not apply to approved surplus lines insurers, risk retention groups or approved or accredited reinsurers.*

The instructions for the filing of the report are as follows:

1. The report (this can be an excel spreadsheet or word document) must list each producer to which \$100.00 or more was paid for Rhode Island business during calendar year 2013 and must be filed by using OPTins. This report must be filed by using OPTins which is product provided by the NAIC. If you are not currently setup to use this marketing tool please contact the OPTins marketing team at 816-783-8787.
2. Payment of \$30.00 must be made for each producer listed.
3. Each insurance company within an insurance group must file separately.
4. An insurance company that did not pay any insurance producer \$100.00 or more in commission for Rhode Island business must still file a report however this report will be a statement indicating that the company is filing “zero” and should be emailed to [dbr.acpr@dbr.ri.gov](mailto:dbr.acpr@dbr.ri.gov)

If you have any questions regarding this bulletin please contact Donna Arabian at (401) 462-9603.