

**MARYLAND INSURANCE ADMINISTRATION
PRODUCER LICENSING**

THIRD PARTY ADMINISTRATOR (TPA) REGISTRATION

- A Third Party Administrator (TPA) who qualifies as an “administrator” under Section 8-301(b) of the Insurance Article must be registered with the Maryland Insurance Administration.
- A TPA that is not an “administrator” under Section 8-301 because it only administers plans that are subject to ERISA, and neither provides benefits through insurance nor administer a multiple employer welfare arrangements, is not required to register as a TPA but instead, must provide the MIA with written notice that the person operates in Maryland, and evidence that they are complying with any applicable bonding requirements imposed by ERISA.
- The fee for an initial TPA registration is \$250.
- The registration term is for two years and all licenses expire June 30th of every other year. TPA Registrations may be renewed up to 90 days prior to the expiration date.
- The fee to renew a Third Party Administrator Registration is \$65. This includes the \$50 renewal fee and the \$15 fraud prevention fee.
- From June 30th to September 30th those with an expired registration may reinstate by paying the renewal fees and the applicable, additional reinstatement fee, as listed.

\$25 for reinstatement during the period from July 1 st through July 31 st
\$50 for reinstatement during the period from August 1 st through August 31 st
\$75 for reinstatement during the period from September 1 st through September 30 th

- Applicants for an initial registration should submit the NAIC Uniform Application and the Maryland Insurance Administration Limited Lines Supplement. Applicants for a renewal registration should submit the NAIC Uniform Renewal Application. Applications may be submitted via paper or electronically through NIPR (www.nipr.com). Paper applications are normally processed within 3-5 business days and should be mailed to:

The Maryland Insurance Administration
Attn: Producer Licensing
200 St. Paul Place, Suite 2700
Baltimore, Maryland 21202

[Download Maryland Insurance Administration Limited Lines Supplement](#)

- Applicants for an initial TPA Registration or a renewal must submit a current, original surety bond unless: (1) the Commissioner has granted a waiver; (2) the applicant only administers plans under which benefits are paid only from the general assets of an employee organization or of an employer; or (3) the applicant is a corporation organized and authorized under the laws of the United States or a state to do business as an insurer or to exercise trust powers, is subject to supervision or examination by a federal or State authority, and continuously maintains combined capital and surplus in excess of \$1,000,000.
- The amount of the bond is determined at the time of application for registration or renewal, and is based on the average amount of money that the administrator or its predecessor handled in the prior year, and expects to handle in the current calendar year. The amount of the bond must be equal to at least 10% of the average amount of money that the administrator expects to handle at any one time for all plans administered during the year. The minimum bond amount is \$5,000 and the maximum amount is \$500,000.

[Download Third Party Administrator Surety Bond Template](#)