

Third Party Administrator Application Filing Checklist

Complete this checklist to ensure that the third party administrator (TPA) application filing is complete and organize the application filing in order of the checklist. **Note:** Incomplete applications may result in processing delays or be rejected.

Third Party Administrator Name	Date
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	Application Filing Item	Applies To	Instructions
1. <input type="checkbox"/>	FIS 0863 Third Party Administrators Fee Processing Card	All TPA applicants.	Enter all information.
2. <input type="checkbox"/>	Payment in the amount of \$250.00: Application fee \$200.00 Certificate fee \$ 25.00 Financial statement review fee \$ 25.00	All TPA applicants.	Provide check or money order payable to "State of Michigan."
3. <input type="checkbox"/>	Organizational Documents: - <i>Creation documents:</i> Articles of incorporation or organization, trade name certification, etc. - <i>Governance documents:</i> Bylaws, operating agreement, etc.	All TPA applicants.	Provide all applicable documents. For creation documents, provide copies certified by the state of domicile. Include any amendments to these documents.
4. <input type="checkbox"/>	FIS 0861 Third Party Administrator Application for Certificate of Authority	All TPA applicants.	Enter all information, provide all required attachments, and sign.
5. <input type="checkbox"/>	Officer/Director/Owner List: List of all officers, directors, and owners of the TPA	All TPA applicants.	Provide list of every officer, director, and owner/shareholder (individual and entity) of 10% or more of the TPA. List in alphabetical order by last name, if possible. Include a full ownership chart.
6. <input type="checkbox"/>	Organizational Chart: Hierarchy of officers, other key personnel, and claims processing personnel of the TPA	All TPA applicants.	Provide hierarchy chart of all applicable personnel. Include names and titles.
7. <input type="checkbox"/>	Ownership Verification: Proof of ownership for owners of the TPA	All TPA applicants.	Provide official proof of ownership, such as an ownership agreement, organizational documents that show ownership, stock certificates, or other official documentation.
8. <input type="checkbox"/>	Entity Chart: Hierarchy of parent and subsidiary entities of the TPA	All TPA applicants with parent and/or subsidiary entities.	Provide hierarchy chart of all applicable entities.
9. <input type="checkbox"/>	FIS 0862 Third Party Administrator Affiliation Statement or NAIC Biographical Affidavit	Every officer, director, and owner or shareholder of 10% or more (individual and entity) of the TPA.	Enter all information and sign. Must be completed for each applicable individual and entity.
10. <input type="checkbox"/>	Sample Service Contract: Sample or template agreement of the medical claims processing and other services provided by the TPA	All TPA applicants.	Provide sample service contract with written notice provision required under Michigan statute (MCL 550.932(1)).
11. <input type="checkbox"/>	FIS 0850 Third Party Administrator Financial Statement	All TPA applicants.	Complete for most recent fiscal year and sign.
12. <input type="checkbox"/>	FIS 0860 Third Party Administrator Consent to Service	Nonresident TPA applicants not legally formed in Michigan.	Enter all information and sign.

Mail the complete application filing and fee to:
DIFS Insurance Licensing
PO Box 30165
Lansing, MI 48909-7665