

Third Party Administrator Financial Statements

Every third party administrator (TPA) is required to file financial statements for the most recently completed fiscal year with its initial application for a certificate of authority and every year thereafter with its annual filings.

Page 1 of this form must always be completed. In lieu of pages 2 and 3 of this form, the TPA may submit the most recent independent audited financial statements with an opinion prepared by a certified public accountant (CPA). Financial information must be provided for the TPA. If the audited financial statements are for a parent company, a schedule that provides a subsidiary breakdown of the balance sheet and income statement by line item must be provided within the audited financial report.

For the Fiscal Year	
Beginning:	_____
Ending:	_____

Note: TPAs must be financially viable. To be considered financially viable, a TPA must meet one of the following conditions:

- It received an unqualified opinion that it is solvent based upon generally accepted accounting principles from an independent CPA.
- It remains solvent after adjusting for goodwill and intangible assets if an unqualified opinion from an independent CPA is not obtained.

Third Party Administrator Name		Tax ID Number (FEIN)					
Contact Person Name (for inquiries about financial statement)		Contact Person Title					
Contact Person Email Address		Contact Person Phone Number					

Certification (must be completed by an officer or director of the third party administrator):

I swear under penalty of perjury that the information in this financial statement and all attachments is true, accurate, and complete.

Name (type or print)		Title (type or print)	
Signature (original or electronic only)			Date

This form is authorized by the Michigan Third Party Administrator Act ([1984 PA 218; MCL 550.901 et seq.](#)). Failure to submit this form as required, misrepresentations, or omissions may result in a denial of an application or annual filing and other penalties.

If submitted with a TPA application, mail to: DIFS Insurance Licensing PO Box 30165 Lansing, MI 48909-7665	If not submitted with an application, email (DIFS-LicensingORE@michigan.gov) or mail to: DIFS Insurance Licensing PO Box 30220 Lansing, MI 48909-7720
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Michigan Department of Insurance and Financial Services

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Third Party Administrator Financial Statements

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Fiscal Year-End
As Of: _____

Third Party Administrator Name	Tax ID Number (FEIN)
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ASSETS		LIABILITIES AND SHAREHOLDERS' EQUITY	
CURRENT ASSETS		LIABILITIES	
1. Cash and Deposits		24. Accounts Payable	
2. Accounts Receivable		25. Federal Taxes	
3. Prepaid Expenses		26. State and City Taxes	
4. Investment Income		27. Notes Payable	
5.		28.	
6.		29.	
7.		30.	
8.		31.	
9.		32.	
10.		33.	
11. Total Current Assets (add lines 1 through 10)		34. Total Liabilities (add lines 24 through 33)	
NON-CURRENT ASSETS		SHAREHOLDERS' EQUITY	
12. Furniture and Fixtures		35. Common Shares/Stock	
13. Equipment and Supplies		36. Preferred Shares/Stock	
14. Building and Facilities		37. Additional Paid-in Capital	
15. Goodwill		38.	
16. Other Intangible Assets		39.	
17.		40.	
18.		41.	
19.		42.	
20.		43.	
21.		44. Retained Earnings	
22. Total Non-Current Assets (add lines 12 through 21)		45. Total Shareholders' Equity (add lines 35 through 44)	
23. TOTAL ASSETS (add lines 11 and 22)		46. TOTAL LIABILITIES AND EQUITY (add lines 34 and 45)	

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For the Fiscal Year	
Beginning:	_____
Ending:	_____

Third Party Administrator Name	Tax ID Number (FEIN)
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STATEMENT OF INCOME		STATEMENT OF EXPENSES	
INCOME		EXPENSES	
47. Client Administration Fees		68. Payroll/Salary	
48. Insurance Transaction Commissions		69. Rent/Lease	
49.		70. Maintenance	
50.		71. Depreciation	
51.		72. Vehicles	
52.		73. Utilities	
53.		74. Legal and Auditing	
54.		75. Interest	
55.		76. Bank Charges	
56.		77. Freight and Postage	
57.		78. Office Supplies	
58. Total Income (add lines 47 through 57)		79.	
INVESTMENT INCOME		80.	
59. Net Investment Income		81.	
60. Net Realized Capital Gain/Loss		82.	
61.		83.	
62.		84.	
63.		85.	
64.		86. TOTAL EXPENSES (add lines 68 through 85)	
65.		87. NET GAIN OR (LOSS) BEFORE INCOME TAXES (line 67 minus line 86)	
66. Total Investment Income (add lines 59 through 65)		88. Income Taxes	
67. TOTAL OF ALL INCOME (add lines 58 and 66)		89. NET GAIN OR (LOSS) AFTER INCOME TAXES (line 87 minus line 88)	