

2019 New Mexico Annual Affiliation Renewal Notice

Business entity **affiliations** must be renewed **annually**. (Business entity and individual licenses renew biennially.)

Affiliation renewals must be submitted directly to the New Mexico Producer Licensing Bureau (PLB).

You cannot renew online.

Payment must be for the total invoice amount.

If you do not wish to renew an affiliate, you must cancel the affiliation by February 15, 2019 by submitting form 202C.

This form is located at www.osi.state.nm.us

- Form 202C is currently available and can be downloaded from the OSI website: www.osi.state.nm.us
- **To cancel an affiliation**, fax Form 202C to 505-827-4373. The affiliation termination deadline is **February 15**.
- Your renewal **Affiliation Invoice will be available on March 1, 2019 and can be downloaded from the OSI website: www.osi.state.nm.us**
- The affiliation renewal fee is **\$20 per affiliate**
- **Your payment must be submitted for the total invoice amount and is due April 30, 2019**
- A **50% late fee** applies to payments received between May 1, 2019 and May 31, 2019.
- **Payments will not be accepted on or after June 1, 2019** and unpaid affiliations will be terminated.

You can obtain a list of licensees currently affiliated to your business at www.osi.state.nm.us by using the License Look-up feature.