

STATE OF NEW MEXICO
OFFICE OF SUPERINTENDENT OF INSURANCE

SUPERINTENDENT OF INSURANCE

Russell Toal



DEPUTY SUPERINTENDENT

Robert E. Doucette, Jr.

Sent Via E-Mail

March 30, 2020

Dear Business Entity/Producer,

The Office of Superintendent of Insurance (OSI) will switch all **Affiliations, and TPA Annual Reports (only when not renewed online)**, Fee payments to **ONLY** be processed electronically through an ACH Credit or Wire. All Payments by check will **Not be Accepted starting April 30, 2020** and will be returned by Certified Return Receipt.

ALL companies are required to make the **Affiliations, and TPA Annual Reports (only when not renewed online)**, Fee payment by ACH Credit or Wire. The information to set up the ACH Credit or Wire is below. When paying the **Fees Above**, a separate ACH Credit or Wire must be submitted and should **NOT** be combined with **any other payment**. **Please email all required Forms to agents.licensing@state.nm.us**.

For more information and Forms please go to the OSI Website (www.osi.state.nm.us) under Departments/Compliance Division /Producer Licensing. The website will have updates as needed.

The information for setting up the ACH Credit and Addenda is as follows:

Here is the information for the ACH Credit/Wire:

Receiving Bank: Wells Fargo Bank, N.A.

Bank Address: 420 Montgomery, San Francisco, CA 94104

Account Name: State of NM Office of Superintendent of Insurance

Bank Account Number: 4124307299

Bank Account Routing Number: 121000248

Please make sure to use the appropriate format for the Addenda; it must be in a CDD+ for CTX format.

If you do not include the Addenda OSI will RETURN the Payment.

Example: Addenda

PL*12345678*04012020*01*50.00



- If you are making a payment through **Wire** please put the **addenda** information in “Originator to Beneficiary Info”. Also if your bank will not accept the * please use a space.
- If you are making a payment through **ACH Credit** please put the **addenda** information in “Note/Special Instruction (NTE)” under Description.
- **If you do not include the Addenda OSI will RETURN the Payment.**
- **Please email all required Forms to agents.licensing@state.nm.us.**

Should you have any questions of concerns regarding this process please feel free to contact Vanessa De Jesus at VanessaA.DeJesus@state.nm.us or Victoria Baca at VictoriaA.Baca@state.nm.us.

Sincerely,

Vanessa De Jesus
Producer Licensing Supervisor
Producer Licensing Bureau
505-827-4373