

AGENT SERVICES

TO: All NC Business Entities
Insurance Companies

FROM: Etta Maynard

DATE: February 17, 2011

RE: Business Entity Renewal Notification Error

The following NC business entity license types have a renewal payment due by 3/31/2011:

- Corporations, Partnerships, Public Adjuster Business Entities, Self-Storage and Auto-Rental Limited Lines licenses

Agent Services Division notified the majority of business entities regarding the license renewal procedures through an e-mail notification that is posted on the Department's website www.ncdoi.com in the following location: <http://www.ncdoi.com/ASD/Documents/LicenseRenewalsNotification.pdf>

Effective January 1, 2010, all licensees are required to provide the Commissioner a valid e-mail address pursuant to N.C.G.S. 58-2-69(b) so electronic notifications can be sent to the licensee. If a business entity failed to provide a valid e-mail address to the Agent Services Division, they were mailed a renewal notification via USPS instead.

It has come to our attention that the business entities that were mailed a notification had incorrect information in the NPN field listed on the notification. In order to complete the NIPR application, a business entity will need to identify their resident state and enter their active resident state license number to access the license renewal application. **For NC residents** - the NC license number is the Federal Identification Number (FEIN) of the business entity entered without dashes. The business entity will then need to enter either the NPN or FEIN number. Business entities should not use the incorrect NPN from the NC mailed notification. Enter either the FEIN without dashes or the correct business entity NPN number found using the NPN lookup function on NIPR: <https://pdb.nipr.com/html/PacNpnSearch.html>

We sincerely apologize for any inconvenience due to this error. Please contact the Agent Services Division at (919) 807-6800 if you have any questions.