

## FILING INSTRUCTIONS

### SERVICE CONTRACTS

Unless exempt, all initial filings as a provider of service contracts under Title 8, Chapter 32, Code of Alabama, 1975 (the “Act”), must be registered by the Alabama Department of Insurance prior to the provider selling or offering to sell service contracts in Alabama. Once an initial filing has been registered with the Department, a numbered registration certificate will be issued to the provider. **This provider number should be used in all future correspondence and filings under the Act.**

Service contract forms proposed to be used by the provider after the issuance of a provider number require prior approval and are submitted to the Department on a “prior approval” basis. Forms submitted are subject to an Order of Disapproval at any time [Section 8-32-10(a), Code of Alabama 1975].

To be accepted by the Department as “filed”, all filings must be complete as defined below:

To be complete, all initial filings must contain all of the following:

1. Registration Fee of two hundred dollars (\$240) [Section 8-32-3(c), Code of Alabama 1975].
2. Completed Service Contract Provider Application.
3. A copy of the Service Contract Form(s) (including declarations page and sales receipt in 8 point or larger type.
4. An Exam Review Fee of forty dollars (\$40) is to be paid by the provider for the approval of each service contract to be offered in this state (one-time fee per contract, unless substantive changes are made) [Section 8-32-10(b), Code of Alabama 1975].
5. A copy of the Reimbursement Insurance Policy (if applicable).

If you have any questions about the form filing requirements, please contact April Thomas of the Alabama Department of Insurance, at (334) 241-4181 or [april.thomas@insurance.alabama.gov](mailto:april.thomas@insurance.alabama.gov)