

Renewal Filing Instructions

All subsequent annual filings must contain all of the following:

1. Registration Fee of two hundred forty dollars (\$240).
2. Completed Form SC – Renewal Application Fee Transmittal Form
3. Completed Service Contract Renewal Application(s).
4. A signed statement that, to the best of your knowledge and belief, the service contract form submitted meets the requirements of the Act; and, if applicable, that the previously submitted Reimbursement Insurance Policy will cover the extended warranties/service contracts issued under the submitted forms. If not, a new Reimbursement Insurance Policy must be submitted.

INDICATE THE METHOD USED TO MEET THE FINANCIAL SECURITY REQUIREMENT UNDER SECTION 8-32-3, CODE OF ALABAMA:

- REIMBURSEMENT INSURANCE POLICY (please attach copy) **OR**
- FUNDED RESERVE ACCOUNT AND FINANCIAL SECURITY DEPOSIT **OR**
- \$100 MILLION MINIMUM NET WORTH (attach current audited financial statement) **OR**
- SURPLUS LINES INSURANCE POLICY (please attach copy)

“IF THE FUNDED RESERVE ACCOUNT AND FINANCIAL SECURITY DEPOSIT ARE BEING USED TO MEET THE FINANCIAL SECURITY REQUIREMENT, INDICATE WHICH TYPE IS PLACED IN TRUST WITH THE COMMISSIONER:

- SURETY BOND (please attach)
- SECURITIES ELIGIBLE FOR DEPOSIT (Contact Department for deposit instructions)
- DEPOSIT OF CASH OR EQUIVALENT (Contact Department for deposit instructions)
- LETTER OF CREDIT (please attach)

If you have questions about the service contract renewal filing requirements, please contact April Thomas of the Alabama Department of Insurance, at (334) 241-4181 or april.thomas@insurance.alabama.gov.

Please Note: All service contracts forms that need to be reviewed and their filing fee(s) (\$40 each form) should be sent to the Rates and Forms Division of the Alabama Department of Insurance. Please mail to:

Alabama Department of Insurance
Attn: Rates and Forms
201 Monroe Street, Suite 1700
Post Office Box 303351
Montgomery, Alabama 36130-3351
Telephone (334) 269-3550