

**Premium Finance Supplement Renewal Instructions****License Year 2012**

License Renewal Period: 11/15/2011 thru 12/31/2011: Without Penalty

Read Carefully and Make Note**This information affects the accurate and timely renewing of your license.**

This document provides instructions for the completion of the Premium Finance Company License Renewal Application. In order to avoid a delay in processing of your renewal application; please adhere to these instructions when completing the renewal form.

Fee: \$300 renewal fee

A.R.S. Section 6-1402(E) requires that this Department must receive the completed renewal documents and fee not later than December 31. Because the renewal deadline falls within a holiday season, please take steps to insure your renewal is submitted timely. **There is no grace period for late filing**. Renewals that are postmarked on or before December 31, but received after that date are late renewals.

Premium Finance Company Annual Report: Arizona Revised Statutes Section 6-1408 requires each licensee to file this report on or before **February 1, annually**. The annual report concerns your business and operations during the preceding calendar year (December 31, 2011). The Department may extend (upon good cause) the due date for submission of the annual report for a period not to exceed sixty (60) days (April 1, 2011). If an extension of time is required, the licensee must submit a written request stating the reason(s) an extension is necessary. The request should be directed **to the Licensing Division**. If an extension of time is not requested or not granted by the Department, an assessment of \$25.00 per day will be charged for each day the annual report is not timely submitted. **The annual report is due on February 1, 2012, unless the Superintendent grants a written extension.**