

STATE OF HAWAII INSURANCE DIVISION
INSURANCE COMPANY RENEWALS
(INFORMATION AND REMINDERS)

NEW! STARTING 2008! THE ONLINE SYSTEM, AS IN THE PAST, WILL QUICKLY PROCESS YOUR CREDIT CARD RENEWAL PAYMENT. NEW FOR 2008: CHECK PAYERS CAN PRINT A SCREEN TO REMIT WITH THEIR CHECK PAYMENT. (see details below). A POST CARD, WITH INSTRUCTIONS, WILL BE MAILED IN JUNE TO NOTIFY YOU ABOUT RENEWING YOUR CERTIFICATE OF AUTHORITY. THIS POST CARD WILL BE THE ONLY RENEWAL NOTICE YOU WILL RECEIVE. (THE ONLINE PORTAL WILL BE OPENED AT THE TIME THE POST CARDS ARE MAILED. PLEASE DO NOT ATTEMPT TO USE THE ONLINE RENEWAL SYSTEM PRIOR TO RECEIVING THE POST CARD.) THE ONLINE PORTAL IS LOCATED AT www.ehawaii.gov/insrenew

1. ONLINE PAYMENT BY CHARGE CARD:

AS IN THE PAST, YOU WILL BE ABLE TO PROCESS ONLINE PAYMENTS QUICKLY VIA CREDIT CARDS. COMPANIES RENEWING BY CREDIT CARD WILL ALSO BE ABLE TO VIEW AND UPDATE THEIR MAILING AND BUSINESS ADDRESS ONLINE! **(Note: Online payers need not submit any renewal forms to our office.)**

OR

2. PAYMENT BY CHECK or MONEY ORDER:

IF YOU PREFER TO PAY BY CHECK OR MONEY ORDER, GO TO THE ONLINE PORTAL AS IF YOU WERE TO PAY BY CHARGE CARD. ENTER YOUR LICENSE NUMBER AND GO TO THE SCREEN THAT SHOWS YOUR COMPANY NAME, MAILING AND BUSINESS ADDRESS AS WELL AS THE SUB TOTAL AMOUNT DUE. SIMPLY PRINT THIS SCREEN AND USE IT AS YOUR REMITTANCE FORM ALONG WITH YOUR CHECK. **(Note: You will not be able to update your mailing or business address if paying by check. If your address is in error, please let us know by letter).**

FORM 305-CA and Form NF-100 (previous forms) will only be used for follow-up or special situations. The due date for renewals is August 16th or the next business day if the 16th falls on a weekend or holiday:

ADDITIONAL INFORMATION:

1. If paying by check:
 - a. Please submit a separate check for each company.
 - b. Our office must receive the form and check no later than the close of business on August 16th or the next business day if August 16th falls on a weekend or holiday.
 - c. Checks should be made payable to:
Department of Commerce and Consumer Affairs
 - d. Mail the screen-form and check to:
State of Hawaii
Insurance Division
Department of Commerce and Consumer Affairs
P.O. Box 3614
Honolulu, HI 96811

2. **PENALTIES:**

There is a 50% penalty if we receive the payment and required items after the extension date of August 16th or the next business day if this date falls on a weekend or holiday. If the fee and penalty are not received within the 30 days immediately following the extension date, your Certificate of Authority will be cancelled effective September 16th. This penalty applies to the Certificate of Authority renewal as well as the Hawaii Joint Underwriting Plan renewal (for those with the Vehicle Class.) The penalties apply to ALL late payers including online payers.

3. In order to reduce administrative costs, we will not return a validated form. Instead, please keep your cancelled check or credit card statement as proof of payment. Online payers should be able to print a receipt page when payment is made.

Another way for **all** payers to ascertain whether their payment has been processed is to go to the Insurance License Search section of the Hawaii Insurance Division's website to verify that the expiration date has advanced one year from the current August 16th due date. The link is located at

www.hawaii.gov/dcca/areas/ins/consumer

Click on "Insurance License Search" and scroll down just a little to search by "Company Name". Entering only the first word of the company name should be sufficient; then click on the "Search the Database" button. (Do not click "enter" on your keyboard). Next click on your license number and you will see the "Expiration Date" on the right side of the first screen. The updated Expiration Date should be posted within a week or so of the receipt of your payment or within a few days after your online payment is paid.

CONTACTS

If you should need assistance, please contact Frances or Rod at (808) 586-3870 and (808) 586-3874 respectively, or e-mail us at InsExam@dcca.hawaii.gov