

COMMISSIONER OF SECURITIES & INSURANCE

OFFICE OF THE MONTANA
STATE AUDITOR



TO: Motor Club Service Company
FROM: Examinations Bureau
RE: Motor Club License Renewal Requirements and Annual Filing Instructions

Pursuant to Mont. Code Ann. § 61-12-305, the annual renewal fee of \$100 for Motor Club license continuation is due **annually**, on or before **January 1**.

License Renewal Requirements: Please complete the attached form and submit it with payment of the \$100 renewal fee.

Motor club licenses are continuous and will not be reissued upon receipt of your renewal form.

Annual Filing Instructions: By **February 1**, the documentation listed below must be submitted.

1. Evidence of compliance with the deposit requirement of \$25,000, pursuant to Mont. Code Ann. §61-12-304. Deposits required under this section may be in the form of cash or a bond payable to the state of Montana in the sum of \$25,000. All motor clubs that have a bond in lieu of the deposit requirement must provide evidence of bond coverage by submission of a certificate verifying that the bond is in full force and effect (commonly referred to as a continuation certificate). This certificate must be submitted even if your motor club's bond is a continuous bond.
2. Pursuant to Mont. Code Ann. §61-12-307, an internally generated balance sheet and income statement as of December 31, certified by a club officer.

In addition, the department encourages motor clubs to submit their audited financial statements, upon completion of the audit.

Reminder: Pursuant to Mont. Code Ann. §61-12-308, a service contract may not be executed, issued, or delivered in this state until a copy of the form of the contract has been on file for 30 days with the commissioner, unless before the expiration of 30 days the commissioner has approved the form in writing. A service contract may not be executed, issued, or delivered at any time in this state if the commissioner notified the company in writing within the 30-day period that in the commissioner's opinion the form of the contract does not comply with the laws of this state, specifying the reasons for the opinion. Please submit new service contracts throughout the year, as necessary.

Annual filings submitted electronically, to CSIExams@mt.gov, are preferred. Please contact the Examinations Bureau at CSIExams@mt.gov or (406) 444-2040 if you have any questions.

STATE OF MONTANA
COMMISSIONER OF SECURITIES AND INSURANCE
840 Helena Avenue, Helena, MT 59601

RENEWAL OF MOTOR CLUB SERVICE COMPANY LICENSE

To the INSURANCE COMMISSIONER OF THE STATE OF MONTANA:

The undersigned hereby renews its certificate of authority to act as a motor club pursuant to Title 61, Chapter 12, Part 3 of the Montana Code Annotated:

(Name of Motor Club Service Company)

(DBA, if applicable)

(Mailing Address)

(Phone)

(F.E.I.N.)

(Contact Person)

(Direct Phone Number)

(Email Address)

Check Number _____, in the amount of \$100, is attached for payment of the license renewal fee.

If any of the company information above is new, please check here _____.

The undersigned understands that the company's Montana license is conditioned upon full compliance with all Montana laws and lawful requirements.

(Signature of Officer)

(Date)

(Printed Name of Officer)

(Title of Officer)