

**Wyoming Insurance Department  
Service Contract Provider  
Corporate Amendments Procedures**

**Service Contract Provider Name Changes:**

The following items are required to be filed with the Wyoming Insurance Department for name changes:

1. A copy of the approval of the name change from the state of incorporation.
2. A copy of the contractual liability policy showing the company's new name, if using W.S. § 26-49-103(d)(i) to assure faithful performance.
3. An explanation as to how the company will notify its current contract holders of the name change.
4. Documentation showing that the name change has been filed with the Wyoming Secretary of State.
5. Copies of all amended service contracts showing the new name, sent under separate cover to the attention of Donna Stewart with a carbon copy to Mavis Earnshaw.

Please provide this information to the Department in a timely manner in order to facilitate the processing of this request. Items 1 through 4 should be sent to the attention of Ms. Mavis Earnshaw.

After items 1 through 5 are received and approved, the Department will issue the company a new registration letter showing that the name has been officially changed on the Department's database.

**Change in Faithful Performance Requirement:**

In order to change the option that a company is using to assure faithful performance in accordance with W.S. § 26-49-103, the company must submit a written notification and request to the Department prior to making any changes. The new contracts that the company is proposing to sell in Wyoming are also required to be submitted for the Department's approval before they are issued. If changing to a reimbursement insurance policy, the policy should be included with the notification.

Please note the contract disclosure requirements in W.S. § 26-49-105 when changing the faithful performance option. The company will also need to maintain the prior faithful performance

option, in addition to the new option, until all of the contracts sold under the prior option have expired.

The Department will send the company a written confirmation when it has approved the change in the faithful performance option. This written confirmation must be received by the company before it can start conducting business under the new faithful performance option.

**Non-renewal or Withdrawal of Registration:**

A company that wants to withdraw or non-renew its registration as a service contract provider is required to provide the Wyoming Insurance Department with written notification. The Wyoming Insurance Department will send the company a written confirmation noting that it is no longer registered in Wyoming.

Please note that a company that withdraws or non-renews its registration is still required to maintain its assurance of faithful performance until all of its existing contracts in Wyoming have expired.