



## INSTRUCTIONS FOR COMPLETING THE WEBSITE MEMBER TRANSPARENCY TOOLS ANNUAL ATTESTATION FORM

[RCW 48.43.007](#) requires that certain transparency tools must be present on issuer websites and available for members covered by the issuer. The purpose of this information is to provide members with tools to make informed decisions based on cost, quality, and patient experiences.

Each year, issuers are required to file an attestation form with the Office of the Insurance Commissioner (OIC), declaring that the issuer's tools are in compliance with the requirements set forth in [RCW 48.43.007](#). [WAC 284-43-6600](#) states that the annual attestation must be in the form required by the OIC and be submitted in accordance with the rules established by the OIC and listed on the Commissioner's website.

### **Important**

Issuers must use one form per NAIC Company Code, showing multiple lines of business. Issuers are NOT allowed to submit by NAIC Group Code.

### **Attestation Due Date**

By February 1st of each calendar year, an issuer must complete and submit the [attestation of transparency form](#) to the OIC. The form shall indicate the following:

- Name of issuer.
- NAIC company code.
- Name of the person completing the attestation form.
- The title of the person completing the attestation form.
- The lines of business covered by the attestation form.

### **Attestation Submission**

Please sign the attestation (electronic signature accepted) and send via email to: [market.conduct@oic.wa.gov](mailto:market.conduct@oic.wa.gov).

### **Questions?**

Direct all questions concerning the completion of this form to the above email address or to the [Chief Market Conduct Analyst](#) (select "Chief Market Conduct Analyst" in the dropdown).