



HEALTH CARE BENEFIT MANAGER REGISTRATION RENEWAL

All registered Health Care Benefit Managers (HCBM) must renew their registration annually and pay a renewal fee to continue to provide HCBM services in the state of Washington.

How to Renew and Pay the Renewal Fee

The Office of the Insurance Commissioner (OIC) requires registered HCBMs to complete and submit an electronic renewal report (annual gross income report) and supporting documents. HCBMs must report their Washington state gross HCBM business income for the previous calendar year no later than March 1st of each year. HCBMs can access the annual gross income report through the OIC [Filing and Payment Center](#). Instructions for the annual report are posted on the Insurance Commissioner's website.

The renewal fee is a prorated share of the costs of regulating HCBMs in the ensuing fiscal year. The OIC will send out invoice notices no later than June 1st of each year. Upon receipt of our notice, you can obtain the invoice through your account in the online [Filing and Payment Center](#).

Submit the payment online via ACH debit or mail your renewal payment to:

Washington State Office of the Insurance Commissioner
PO Box 40255
Olympia, WA 98504-0255

If paying by mail, please print out the invoice and include it with the payment. Payments must be made no later than July 15th annually.

Failure to remit the renewal fee before July 15th may result in delayed renewal, nonrenewal, or possible regulatory enforcement action.

Registration Timeframe

HCBM renewal registrations are valid for one fiscal year from July 1st through June 30th fiscal year.

Legal Notice

It is the HCBM's responsibility to understand the laws, related regulations, and other applicable statutes regarding HCBMs operating in Washington. Any person or entity conducting business in this state as an HCBM without being registered is acting in violation of the law and subject to enforcement action.

Questions?

For all questions or requests for additional information, please contact a [Company Licensing Specialist](#) (select "HCBM registrations" in the dropdown) or call (360) 725-7219.