

Benefits of an Agency

- Assumes responsibility/liability of agent(s)
- W2 or 1099 employees
- Ownership of business

Online processing time is about 5-7 business days. Mail filing is about 3-4 weeks.

Decide on the structure of your business:

- Corporation;
- LLC;
- [Sole Proprietorship](#) – Register with the Department of Revenue;
- Etc. – For more information about types of business structures, visit the [DFI website](#)

Note: We encourage you to connect with your tax professionals regarding the structure of your business.

Get started here: onestop.wi.gov

Comprehensive Guide

- Start your business: Complete verification questions to ensure you are using the correct site for filing
- Complete self-registration
- [Verify the name you would like for your business is available.](#)

Note: A name which contains the word "Insurance" must also include the modifier "Agency," "Broker," "Brokerage," "Services," or similar modifiers in order to indicate that this business is not engaged in underwriting.

Follow directions to enter all the required information for your business and pay for your filing. Be sure to print the confirmation page or record the confirmation number. Await final processing confirmation email, which will include a link for you to download a copy of the filing.

[Consider and/or Obtain FEIN](#)

Apply for A New Insurance license for the Agency using **NIPR**

- Complete the license process for Intermediary Firm, using new business information.
 - Resident Intermediary Firm Fee \$100.00
- [Additional OCI WI Information](#)

Note: Many national carriers require an agency license to be obtained in all states where business is written.

Contact your current Errors and Omissions company or shop for new coverage to obtain Errors and Omissions Coverage for the agency. Decide if the agency E&O will cover additional agents or will your agents be responsible for maintaining their own E&O.

Now that your Agency is ready, reach out to licensing@leclairgroup.com for the next steps!