

TO: Nevada Workers' Compensation Third-Party Administrators (TPAs)

FROM: Jodi McCollins, Chief Administrative Officer, Workers' Compensation Section (WCS)

RE: 2026 ANNUAL TPA INFORMATION FORM  
FY25 STATEWIDE CLAIMS HANDLED DATA/LIST OF ACCOUNTS  
**CARDS WEB PORTAL ACTION REQUIRED - Due on or before March 1, 2026**

**IMPORTANT UPDATE:** *Claims Handled Data* and *List of Accounts* previously submitted via email are now part of the **TPA Information Form** during the annual reporting window of **January 15-March 1**. Please do not email this information.

**Background:**

Every Third-Party Administrator (TPA) licensed for workers' compensation in Nevada must complete and submit the **TPA Information Form** in the CARDS web portal annually and within 30 days of changes. Additionally, TPAs must complete the **FY Statewide Claims Handled Data** annually and provide a list of the insurers they contract with to administer Nevada workers' compensation claims upon request by the stated due date(s).

**Required Action:**

***2026 TPA Information Form, Claims Handled Data and List of Accounts***

To ensure WCS can confirm reporting compliance, the following steps must be taken:

- A registered CARDS user with the **TPA Information Form** permission set to 'Yes' must login and select the **TPA Information Form** from the 'Forms and Tools' menu. This will display the information currently in the CARDS database.
- Review each field for accuracy and make any necessary changes.
- **\*NEW\*** - Enter the **Claims Handled Data** for FY25 (July 1, 2024 – June 30, 2025). During the reporting window, TPA users may submit corrected/revised Claims Handled Data as needed. Each submission will overwrite the previous submission. Once the reporting window closes, data will not be accepted, and the most recent data will be saved.
- **\*NEW\*** - Upload the **List of Accounts** (client insurers as of January 1, 2026). The list must include insurer names and Nevada Certificate of Authority numbers. Acceptable file formats are .docx and .pdf.
- Click the 'Submit' button. This will ensure the submission of the **TPA Information Form** is processed as required.

**Failure to provide this information may result in administrative fines pursuant to NAC 616A.410 and NAC 616D.415.**

For additional information, please refer to the [CARDS Web Portal User Manual](#).