

PROPERTY & CASUALTY INSURERS

COMPANY NAME: _____ NAIC Company Code: _____

Contact: _____ Telephone: _____

REQUIRED FILINGS IN THE STATE OF: _____ Filings Made During the Year 2024

(1) Checklist	(2) Line #	(3) REQUIRED FILINGS FOR THE ABOVE STATE	(4) NUMBER OF COPIES*			(5) DUE DATE	(6) FORM SOURCE**	(7) APPLICABLE NOTES
			Domestic		Foreign			
			State	NAIC	State			
		I. NAIC FINANCIAL STATEMENTS	Please refer to all Notes					
	1	Annual Statement (8 ½" x 14")	2	EO	xxx	3/1	NAIC	Postmark date accepted. Notes E, F, H, R
	1.1	Printed Investment Schedule detail (Pages E01-E29)	2	EO	xxx	3/1	NAIC	Notes Q
	2	Quarterly Financial Statement (8 ½" x 14")	2	EO	xxx	5/15, 8/15, 11/15	NAIC	Postmark date accepted. Notes E, F, H, R
	3	Protected Cell Annual Statement	2	0	xxx	3/1	NAIC	
	4	Combined Annual Statement (8 ½" x 14")	2	EO	xxx	5/1	NAIC	
		II. NAIC SUPPLEMENTS	Notes F, M, R					
	11	Accident & Health Policy Experience Exhibit	2	EO	xxx	4/1	NAIC	
	12	Actuarial Opinion	2	EO	xxx	3/1	Company	
	13	Actuarial Opinion Summary	2	N/A	xxx	3/15	Company	
	14	Bail Bond Supplement	2	EO	xxx	3/1	NAIC	
	15	Combined Insurance Expense Exhibit	2	EO	xxx	5/1	NAIC	
	16	Credit Insurance Experience Exhibit	2	EO	xxx	4/1	NAIC	
	17	Cybersecurity and Identity Theft Insurance Coverage Supplement	2	EO	xxx	4/1	NAIC	
	18	Director and Officer Insurance Coverage Supplement	2	EO	xxx	3/1, 5/15, 8/15, 11/15	NAIC	
	19	Exhibit of Other Liabilities By Lines of Business as Reported on Line 17 of the Exhibit of Premiums and Losses	2	EO	xxx	3/1	NAIC	Notes O
	20	Financial Guaranty Insurance Exhibit	2	EO	xxx	3/1	NAIC	
	21	Insurance Expense Exhibit	2	EO	xxx	4/1	NAIC	
	22	Life, Health & Annuity Guaranty Association Assessable Premium Exhibit, Parts 1 and 2	2	EO	xxx	4/1	NAIC	
	23	Long-Term Care Experience Reporting Forms	2	EO	xxx	4/1	NAIC	
	24	Management Discussion & Analysis	2	EO	xxx	4/1	Company	
	25	Market Conduct Annual Statement Premium Exhibit for Year	2	EO	xxx	3/1	NAIC	Notes O
	26	Medicare Part D Coverage Supplement	2	EO	xxx	3/1, 5/15, 8/15, 11/15	NAIC	
	27	Medicare Supplement Insurance Experience Exhibit	2	EO	xxx	3/1	NAIC	
	28	Mortgage Guaranty Insurance Exhibit	2	EO	xxx	4/1	NAIC	
	29	Premiums Attributed to Protected Cells Exhibit	2	EO	xxx	3/1	NAIC	
	30	Private Flood Insurance Supplement	2	EO	xxx	4/1	NAIC	
	31	Reinsurance Attestation Supplement	2	EO	xxx	3/1	Company	
	32	Exceptions to Reinsurance Attestation Supplement	2	N/A	xxx	3/1	Company	
	33	Reinsurance Summary Supplemental	2	EO	xxx	3/1	NAIC	Notes Y
	34	Risk-Based Capital Report	2	EO	xxx	3/1	NAIC	
	35	Schedule SIS	2	N/A	N/A	3/1	NAIC	
	36	Supplement A to Schedule T	2	EO	xxx	3/1, 5/15, 8/15, 11/15	NAIC	
	37	Supplemental Compensation Exhibit	2	N/A	N/A	3/1	NAIC	
	38	Supplemental Health Care Exhibit (Parts 1 and 2)	2	EO	xxx	4/1	NAIC	Notes O
	39	Supplemental Investment Risk Interrogatories	2	EO	xxx	4/1	NAIC	
	40	Supplemental Schedule for Reinsurance Counterparty Reporting Exception – Asbestos and Pollution Contracts	2	EO	xxx	3/1	NAIC	
	41	Trusteed Surplus Statement	2	EO	xxx	3/1, 5/15, 8/15, 11/15	NAIC	

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			Domestic		Foreign			
			State	NAIC	State			
		III. ELECTRONIC FILING REQUIREMENTS						Notes E, F, R
	61	Annual Statement Electronic Filing	xxx	EO	xxx	3/1	NAIC	
	62	March .PDF Filing	xxx	EO	xxx	3/1	NAIC	
	63	Risk-Based Capital Electronic Filing	xxx	EO	N/A	3/1	NAIC	
	64	Risk-Based Capital .PDF Filing	xxx	EO	N/A	3/1	NAIC	
	65	Combined Annual Statement Electronic Filing	xxx	EO	xxx	5/1	NAIC	
	66	Combined Annual Statement .PDF Filing	xxx	EO	xxx	5/1	NAIC	
	67	Supplemental Electronic Filing	xxx	EO	xxx	4/1	NAIC	
	68	Supplemental .PDF Filing	xxx	EO	xxx	4/1	NAIC	
	69	Quarterly Statement Electronic Filing	xxx	EO	xxx	5/15, 8/15, 11/15	NAIC	
	70	Quarterly .PDF Filing	xxx	EO	xxx	5/15, 8/15, 11/15	NAIC	
	71	June .PDF Filing	xxx	EO	xxx	6/1	NAIC	
		IV. AUDIT/INTERNAL CONTROL RELATED REPORTS						Notes E, F, U
	81	Accountants Letter of Qualifications	2	EO	N/A	6/1	Company	Notes V
	82	Audited Financial Reports	2	EO	N/A	6/1	Company	Notes V
	83	Audited Financial Reports Exemption Affidavit	2	N/A	N/A	As Required	Company	
	84	Communication of Internal Control Related Matters Noted in Audit	2	EO	N/A	8/1	Company	
	85	Independent CPA (change)	2	N/A	N/A	As Required	Company	Notes V
	86	Management's Report of Internal Control Over Financial Reporting	2	N/A	N/A	8/1	Company	
	87	Notification of Adverse Financial Condition	2	N/A	N/A	As Required	Company	
	88	Relief from the five-year rotation requirement for lead audit partner	2	EO	N/A	3/1	Company	
	89	Relief from the one-year cooling off period for independent CPA	2	EO	N/A	3/1	Company	
	90	Relief from the Requirements for Audit Committees	2	EO	N/A	3/1	Company	
	91	Request to File Consolidated Audited Annual Statements	2	N/A	N/A	As Required	Company	
	92	Request for Exemption to File Management's Report of Internal Control Over Financial Reporting	2	N/A	N/A	As Required	Company	
		V. STATE REQUIRED FILINGS***						
	101	Premium Tax Return and Payments	1	0	1	3/1, 6/1	DISB	Postmark date accepted. Notes D, E
	102	State Filing Fees (License Renewal)	1	0	1	4/30	DISB	Notes C, E
	103	Signed Jurat Page	2	0	xxx	Various Dates	NAIC	Notes G, H, I, N
	104	Filing Checklist (With Column 1 completed)	1	0	0	Various Dates	Company	
	105	Corporate Governance Annual Disclosure***	1	0	0	6/1	Company	Notes W
	106	Holding Company System Annual Registration Statement (Form B)	1	0	xxx	4/30	Company	Notes F, W
	107	Holding Company Systems Summary of Changes to Registration Statement (Form C)	1	0	xxx	4/30	Company	Notes F, W
	108	Holding Company System Prior Notification or Material Transactions (Form D)	1	0	0	As Required	Company	Notes W
	109	Holding Company System Pre-Acquisition Notification (Form E)	1	0	1	As Required	Company	Notes W
	110	Holding Company System Enterprise Risk Report (Form F) ****	1	0	0	7/1	Company	Notes W
	111	ORSA Summary Report *****	1	0	0	8/1	Company	Notes P
	112	Stop-Loss Reporting Form	1	0	1	4/1	DISB	Notes X
	113	Notification of Address Changes	1	0	1	As Required	Company	Notes BB
	114	Biographical Affidavits	1	0	N/A	As Required	NAIC	Notes AA
	115	Certification of Broker Controlled Insurers	1	0	N/A	4/1	Company	Notes CC
	116	Group Capital Calculation (File with lead state only)	xxx	0	xxx		Company	Notes O

***If XXX appears in this column, this state does not require this filing, if hard copy is filed with the state of domicile and if the data is filed electronically with the NAIC. If N/A appears in this column, the filing is required with the domiciliary state. EO (electronic only filing).**

****If Form Source is NAIC, the form should be obtained from the appropriate vendor.**

*****For those states that have adopted the NAIC Corporate Governance Annual Disclosure Model Act, an annual disclosure is required of all insurers or insurance groups by June 1. The Corporate Governance Annual Disclosure is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state if filed at the insurance group level. For more information on lead states, see the following NAIC URL: http://www.naic.org/public_lead_state_report.htm.**

******For those states that have adopted the NAIC updated Holding Company Model Act, a Form F filing is required annually by holding company groups. Consistent with the Form B filing requirements, the Form F is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state. For more information on lead states, see the following NAIC URL: http://www.naic.org/public_lead_state_report.htm**

*******For those states that have adopted the NAIC Risk Management and Own Risk and Solvency Assessment Model Act, a summary report is required annually by insurers and insurance groups above a specified premium threshold. The ORSA Summary Report is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state if filed at the insurance group level. For more information on lead states, see the following NAIC URL: http://www.naic.org/public_lead_state_report.htm**

		NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)	
	A	Required Filings Contact Person:	Samuel Merlo, Financial Examiner and Analyst Financial Analysis Division Phone: (202) 442-7833 E-Mail: sam.merlo@dc.gov Also, see Notes C and D below for license and premium tax contacts.
	B	Mailing Address:	Nathaniel Kevin Brown, Director - Financial Examinations, Insurance Bureau, DC Department of Insurance, Securities and Banking Financial Analysis Division 1050 First Street, NE, Ste 801 Washington, DC 20002
	C	Mailing Address for Filing Fees:	License Renewal for Property and Casualty Insurers - \$200.00. Make checks payable DC Treasurer: P.O. BOX 92180, Washington, DC 20090 Contact Person: Kathy Alexander kathy.alexander@dc.gov – (email) (202) 442-7819 (telephone)
	D	Mailing Address for Premium Tax Payments:	DC Department of Insurance, Securities and Banking Insurance Bureau can be remitted as follows: Insurance Tax Return due on or before March 1 and Installment Reporting Statement due on or before June 1. Website address for Optins. https://login.optins.org/index.html Contact Person: Samuel Merlo Phone: (202) 442-7833 E-Mail: sam.merlo@dc.gov
	E	Delivery Instructions:	All annual financial statement filings must be postmarked no later than March 1st. Other financial filings must be postmarked no later than the indicated due date. License application and filing fees must be physically received at the address in Note C no later than April 30th. Premium tax returns and payments must be received no later than March 1 st and Installment Reporting Statement due on or before June 1.
	F	Late Filings:	The Company will be fined \$100 per day for a late filing. Other actions including license suspension may be taken.
	G	Original Signatures:	Original signatures are required on all filings from domestic companies.
	H	Signature/Notarization/Certification:	The following three Officers, or a person(s) performing similar functions, of DC domiciled insurers are required to certify, on the Jurat Page, Quarterly and Annual Financial Statements filed with Insurance Department, NAIC and other states: 1) Chief Executive Officer 2) Chief Financial Officer 3) Corporate Secretary • If your organization does not utilize the above titles, please notify the Financial Analysis Division and explain how the positions of the individuals who sign your financial statement

			<p>perform similar functions to a CEO (President), CFO (Treasurer) or Secretary.</p> <ul style="list-style-type: none"> Individuals performing the duties of both CFO and Secretary must sign separately under each title. Appropriate notarization is required. <p>The name and address of any consulting person or organization who participated in the preparation of the annual statement must be noted on the Jurat Page of the statement.</p>
	I	Amended Filings:	<ul style="list-style-type: none"> Domestic company amended items must be filed within 10 days of an amendment, along with a letter of explanation for each amended item and a statement as to what impact the amendment had on the year-end Risk Based Capital Report. Only the amended pages should be filed. If any amendments are determined by the company to impact the results of the RBC calculation as reported on the Five-Year Historical page of the annual statement, then a revised RBC report must be filed along with an amended 5 Year Historical page with the Department and the NAIC. A new Jurat page completed in all respects, must accompany all amendments. Signature requirements for the original filing noted above in Notes G and H should be followed for any amendment.
	J	Exceptions from normal filings:	Foreign companies must supply a written copy of any exemption of extension received by its state of domicile at least 10 days prior to the filing date. Domestic companies should apply at least 30 days prior to the due date and, for extensions, must submit a written request explaining the reason for the delay and a detailed timeline of any expected component completion dates and contingencies.
	K	Bar Codes (State or NAIC):	Please follow the instructions in the <i>NAIC Annual Statement Instructions</i> .
	L	Signed Jurat:	See Notes G, H, and I.
	M	NONE Filings:	District of Columbia does not require the filing of a “NONE” page if the applicable supplemental interrogatory indicates that the filing is non-applicable.
	N	Vendors for Blanks:	<p>The NAIC provides a list of vendors of annual, quarterly and risk-based capital software.</p> <p>Vendors at: http://www.naic.org/industry_filing_participation_vendors.htm</p> <p>The Department does not endorse or promote any individual private software vendor.</p>
	O	Filings new, discontinued or modified materially since last year:	<p>Exhibit of Other Liabilities By Lines of Business as Reported on Line 17 of the Exhibit of Premiums and Losses and Market Conduct Annual Statement Premium Exhibit for Year are new filings.</p> <p>Supplement Health Care Exhibit’s Allocation Report Supplement was discontinued.</p> <p>Health Supplement and Supplement Health Care Exhibit (Parts 1 and 2 and 3) were modified.</p> <p>Group Capital Calculation. Has not been adopted by the District of Columbia. (DISB)</p>

P	ORSA - Own Risk and Solvency Assessment Summary Report:	If you are required to file the ORSA, you must notify the Department of the expected filing date by 8/1. The Department policy is that the ORSA is to be filed no later than 8/1. For guidance in preparing the ORSA see the “ORSA Guideline Manual” at http://www.naic.org/prod_serv_alpha_listing.htm#orsa_guidance
Q	Item 1.1: Investment Schedule:	Domestic Companies are not required to submit an additional copy of the detailed investment schedules if they are already bound in the Annual Statement.
R	Electronic Filing Requirements:	See General Instructions for Companies to Use Checklist that follows for specific guidance on electronic filing requirements including the requirements to file certain items in the portable document format (PDF files). Any questions regarding electronic filing should be directed to the NAIC. The NAIC website is at http://www.naic.org . The main phone line is (816) 842-3600. The NAIC help desk line is (816) 783-8500.
S	Electronic Claims Payment Report (prompt pay form):	The “Prompt Pay Act of 2002” (DC Code §31-3135) which went into effect on July 23, 2002 requires that health insurers file a claims payment report with the Commissioner no later than March 15th of each year. This is an electronic filing. Please refer to the DISB website for the Claims Payment Report form. The Report should only be filed by companies that write health insurance as defined in DC Official Code Title 31, Chapter 33, §3301.01. A zero report is required from those writing health insurance but have no claims. Contact person: Rashaunda Benson (202) 442-7763 Rashaunda.benson@dc.gov
T	Standard Reporting Requirements:	To order NAIC publications, including the Annual Statement Blanks and Instructions and the Accounting Practices and Procedures manual, call publications at 816-783-8300. Publications catalogue also available on line at http://www.naic.org .
U	Foreign Company filings:	Foreign Companies to file a hard copy of statements only upon written request.
V	Audited Financial Statements:	Please refer to DC Code §31, Chapter 3 for guidance. Audited Statements must be prepared on a Statutory Basis. Auditor must be an independent CPA. CPA appointment or change notice and Awareness Letter – refer to DC Code §31-304. Accountant’s letter of qualifications – refer to DC Code §31-310.
W	Annual & Other Holding Company Requirements:	Foreign Companies domiciled in states that have holding company system filing requirements, similar to the District of Columbia, are not routinely required to file with the DISB. Please refer to DC Code §31, Chapter 7 for guidance.
X	Stop Loss Reporting Form:	Howard M. Liebers, Manager, Insurance Products - Forms & Policy Analysis, Insurance Bureau DC Department of Insurance, Securities, and Banking 1050 First Street, NE 8th Floor Washington, DC 20002 Contact person: Howard M. Liebers (202) 442-8571 Howard.liebers@dc.gov The form is at: https://dcgov.seamlessdocs.com/f/DCStopLossReportingForm

**General Instructions
For Companies to Use Checklist**

Please Note: This state's instructions for companies to file with the NAIC are included in this Checklist. The NAIC will not be sending their own checklist this year.

Electronic filing is intended to be filing(s) submitted to the NAIC via the NAIC Internet Filing Site which eliminates the need for a company to submit diskettes or CD-ROM to the NAIC. Companies are not required to file hard copy filings with the NAIC.

Column (1) Checklist

Companies may use the checklist to submit to a state, if the state requests it. Companies should copy the checklist and place an "x" in this column when submitting information to the state.

Column (2) Line #

Line # refers to a standard filing number used for easy reference. This line number may change from year to year.

Column (3) Required Filings

Name of item or form to be filed.

The ***Annual Statement Electronic Filing*** includes the annual statement data and all supplements due March 1, per the *Annual Statement Instructions*. This includes all detail investment schedules and other supplements for which the *Annual Statement Instructions* exempt printed detail.

The ***March .PDF Filing*** is the .pdf file for annual statement data, detail for investment schedules and supplements due March 1.

The ***Risk-Based Capital Electronic Filing*** includes all risk-based capital data.

The ***Risk-Based Capital.PDF Filing*** is the .pdf file for risk-based capital data.

The ***Supplemental Electronic Filing*** includes all supplements due April 1, per the *Annual Statement Instructions*.

The ***Supplemental.PDF Filing*** is the .pdf file for all supplemental schedules and exhibits due April 1.

The ***Quarterly Statement Electronic Filing*** includes the complete quarterly statement data.

The ***Quarterly Statement.PDF Filing*** is the .pdf file for quarterly statement data.

The ***Combined Annual Statement Electronic Filing*** includes the required pages of the combined annual statement and the combined Insurance Expense Exhibit.

The ***Combined Annual Statement.PDF Filing*** is the .pdf file for the Combined annual statement data and the combined Insurance Expense Exhibit.

The ***June .PDF Filing*** is the .pdf file for the Audited Financial Statements and Accountants Letter of Qualifications.

Column (4) Number of Copies

Indicates the number of copies that each foreign or domestic company is required to file for each type of form. The Blanks (EX) Task Force modified the 1999 *Annual Statement Instructions* to waive paper filings of certain NAIC supplements and certain investment schedule detail if such investment schedule data is available to the states via the NAIC database. The checklists reflect this action taken by the Blanks (EX) Task Force. XXX appears in the "Number of Copies" "Foreign" column for the appropriate schedules and exhibits. **Some states have chosen to waive printed quarterly and annual statements from their foreign insurers and to rely upon the NAIC database for these filings. This waiver could include supplemental annual statement filings. The XXX in this column might signify that the state has waived the paper filing of the annual statement and all supplements.**

Column (5) Due Date

Indicates the date on which the company must file the form.

Column (6) Form Source

This column contains one of three words: “NAIC,” “State,” or “Company.” If this column contains “NAIC,” the company must obtain the forms from the appropriate vendor. If this column contains “State,” the state will provide the forms with the filing instructions. If this column contains “Company,” the company, or its representative (e.g., its CPA firm), is expected to provide the form based upon the appropriate state instructions or the NAIC *Annual Statement Instructions*.

Column (7) Applicable Notes

This column contains references to the Notes to the Instructions that apply to each item listed on the checklist. The company should carefully read these notes before submitting a filing.

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