

**NOTICE**

**DATE:** November 22, 2022

**TO:** All Captive Managers

**FROM:** Sean O'Donnell  
 Director of Financial Examination  
 Risk Finance Bureau

**SUBJECT:** 2022 Reporting Instructions, Risk Finance Bureau (“RFB”)

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## **IMPORTANT UPDATES AND REMINDERS FOR 2022:**

1. **UPDATE:** Modifications have been made to the 2022 reporting blank for non-RRGs to enable data on certain pages to be automatically pulled from other pages. See Page 3 of these instructions for details of these modifications.
2. **REMINDER:** For RRGs, for purposes of completing Note 31, “High Deductibles”, in the 2022 NAIC annual statement blank, DC’s definition of a high deductible policy is a policy with a deductible of \$25,000 or greater. Note 31 must be completed by RRGs having at least one policy with a deductible of \$25,000 or greater.
3. **REMINDER:** **HARD-COPY FILINGS ARE NOT REQUIRED: all filings are electronic-only.** All electronic annual and quarterly financial filings must clearly reflect executed and notarized (where required) signatures.
4. **REMINDER:** For RRGs, the NAIC “2022 Property/Casualty Annual Statement Instructions” include guidance requiring the Appointed Actuary to provide documentation of how the Appointed Actuary meets the definition of “Qualified Actuary”. RRGs should ensure the Appointed Actuary follows this guidance.
5. **REMINDER:** For RRGs, the “Statement of Actuarial Opinion” is due March 2 with the Annual Statement filing. The “Actuarial Opinion Summary” is due March 15.
6. **REMINDER:** The NAIC Property/Casualty statement blank (the “yellow blank”) changes every year and RRGs are required to file the current version.
7. **REMINDER:** In addition to the option to E-file 2022 premium tax returns electronically using the NAIC “OPTins” system (see further details below under “Premium Tax Returns”), an option for electronic payments made directly to the DC Government is available. See **Appendix C** for further details regarding this electronic payment option.

## **Un-audited Financial Statements:**

Section 31-3931.13 of the DC Official Code requires, on or before March 2<sup>nd</sup> of each year, captive insurers, including RRGs, shall submit to the Commissioner, on a form prescribed by the Commissioner, an un-audited report of financial condition. A captive insurer shall use GAAP and include any useful or necessary modifications or adaptation thereof that have been approved or accepted by the Commissioner for the type of insurance and kinds of insurers to be reported upon, as supplemented by additional information required by the Commissioner. A captive insurer must notify the RFB in writing before March 2 if its un-audited financial statements will not be filed by the deadline. The captive insurer shall specify if an extension or

waiver is being requested. Requests for extensions and waivers must be updated annually in writing (and quarterly for **RRGs**).

**Non-risk retention groups (“non-RRGs”)** should use the “District of Columbia Captive Insurance Company Annual Statement for the period ended December 31, 2022” (“DC Blank”) for the annual unaudited filing. As prescribed and approved by the Commissioner, the DC Blank can be found on the DISB website at <https://disb.dc.gov/>

NOTE: The following modifications have been made to the 2022 DC Blank:

- Page 2. Balance Sheet:
  - Line 3 – now “Cash & Cash Equivalents”, changed from “Cash”
  - Line 4 – now “Short-Term Investments/Certificate of Deposit”, changed from “Savings and Certificate of Deposit”
  - Page 11 – changed “Cash & Money Market Accts:” to “Cash & Cash Equivalents:”, and added “Short-Term Investments/CDs:”
- Page 2 line 3 (Cash & Cash Equivalents) pulls from page 11 (page 11 needs to be completed in order to populate this line on page 2)
- Page 2 line 4 (Short-Term Investments/Certificate of Deposit) pulls from page 11 (page 11 needs to be completed in order to populate this line on page 2)
- Page 2 lines 20 and 21 (Losses and Loss Adjustment Expenses) pull from page 7 (page 7 needs to be completed in order to populate these lines on page 2)
- Page 2 lines 35.a) and 35.b) (Common Stock and Preferred Stock) pull from Question 1.2 on page 4a (page 4a Question 1.2 needs to be completed in order to populate these lines on page 2)
- Page 3 lines 6 and 7 (Net Losses Incurred and Net Loss Adjustment Expenses Incurred) pull from page 8 (page 8 needs to be completed in order to populate these lines on page 3)
- Page 9a “Summary Net Loss & LAE” pulls from pages 9b to 9i, individual line of business pages. Complete the individual line of business pages first and they will flow to the summary page.
- Pages 10b through 10i pull from pages 9b to 9i. Page 10a (summary) then pulls from pages 10b through 10i. Complete all of the page 9 tabs first and this should flow to the page 10 tabs.

Upon completion of the DC Blank and prior to filing, please review tab 12 (“Cross Check”) for any errors and correct any errors prior to filing.

Alternatively, in lieu of filing the “DC Blank”, non-RRGs may elect to use the NAIC Property & Casualty Annual Statement Blank (“yellow blank”) and Instructions. Non-RRGs choosing to use the yellow blank should contact the Department for further information.

**All domestic RRGs** are required to file GAAP based annual and quarterly un-audited statements with the Department using the NAIC yellow blank and Instructions. (SAP reporting may also be permitted in the yellow blank. Please contact the Department regarding SAP reporting.)

**GAAP Reporting in Yellow Blank:**

The yellow blank is set up for SAP reporting. For RRGs that file GAAP, certain GAAP assets and liabilities shall be reflected separately on the respective lines of the yellow blank as indicated below. Note that DC RRGs are required to report prepaid reinsurance (i.e., ceded unearned premiums), and reinsurance recoverable on unpaid losses and LAE as deductions from liabilities. This is inconsistent with GAAP, which requires these amounts to be classified as assets. However, reporting them as deductions from the related liabilities will be consistent with the NAIC yellow blank and facilitate more meaningful analysis of ratios and risk-based capital by the Department.

<b>GAAP Classification</b>	<b>Yellow Blank</b>
Deferred Acquisition Costs	Page 2 – Line 25 – “Aggregate write-ins for other than invested assets” as a separate line item.
Prepaid Expenses	Page 2 – Line 25 – “Aggregate writes-in for other than invested assets” as a separate line item.
Prepaid Reinsurance (i.e., ceded unearned premiums)	Page 3, Line 9 – parenthetical DEDUCTION from gross unearned premiums.
Reinsurance recoverable on <u>unpaid</u> losses and loss adjustment expenses	Page 3 – Lines 1 and 3 – DEDUCTION from gross Losses and Loss adjustment expenses.

In addition, the following items should be reported in the yellow blank as follows:

<b>Financial Statement Item</b>	<b>Yellow Blank</b>
Reinsurance recoverable on <u>paid</u> losses and loss adjustment expenses	Page 2 – Line 16.1 – “Amounts recoverable from reinsurers”.
DISB approved Letters of Credit (LOC) reported as an asset	Page 2 – Line 25 – “Aggregate write-ins for other than invested assets” as a separate line item.
DISB approved Surplus Notes	Page 3 – Line 33 – “Surplus Notes”

**Annual Statement NOTE 1 - Summary of Significant Accounting Policies (including GAAP to SAP Reconciliation) and Going Concern:**

This note (including a table reconciling income and surplus between the state basis and SAP basis) is required to be completed, even if there are no prescribed practices or permitted practices to report. **RRGs should refer to the specific instructions for Note 1 contained in the “Official NAIC Annual Statement Instructions Property/Casualty for the 2022 reporting year”.** It is the responsibility of the RRG to

**properly complete the Note 1 in accordance with the NAIC Instructions, including the Going Concern disclosures. RRGs should also report any differences related to ASC 321- Investments in Equity Securities.**

**REPORTING OF PRIOR YEAR AMOUNTS FOR NON-RRGs AND RRGs:**

PLEASE NOTE THAT PRIOR YEAR 2021 NUMBERS INCLUDED IN THE COMPARATIVE COLUMNS IN THE 2022 UNAUDITED STATEMENTS (DC BLANK AND NAIC BLANK) **SHOULD NOT BE CHANGED** IN THE 2022 UNAUDITED FILINGS. THE PRIOR YEAR NUMBERS SHOULD AGREE TO THE PREVIOUSLY FILED STATEMENTS. ALSO, FOR 2023 QUARTERLY RRG STATEMENTS, PRIOR YEAR 2022 NUMBERS INCLUDED IN THE COMPARATIVE COLUMNS IN THE 2023 NAIC QUARTERLY BLANKS **SHOULD NOT BE CHANGED**.

IF, DURING 2023, AS A RESULT OF AUDIT ADJUSTMENTS IN THE 2022 AUDITED FINANCIAL STATEMENTS OR FOR OTHER REASONS, COMPANIES DISCOVER ERRORS OR ADJUSTMENTS TO THE 2022 UNAUDITED NUMBERS, SUCH ERRORS OR ADJUSTMENTS SHOULD BE CORRECTED THROUGH OPERATIONS OR SURPLUS IN THE 2023 ANNUAL AND QUARTERLY STATEMENTS.

THE ONLY TIME PRIOR YEAR COMPARATIVE COLUMNS MAY BE CHANGED IS IF THE PRIOR YEAR STATEMENT IS RE-FILED WITH THE RFB (AND FOR RRGs, ALSO WITH THE NAIC). PRIOR YEAR STATEMENTS MAY BE RE-FILED UP TO 13 MONTHS AFTER THE DECEMBER 31 YEAR END DATE. COMPANIES SHOULD CONTACT THE RFB IN ADVANCE TO DISCUSS ANY PROPOSED RE-FILINGS.

**Audited Financial Statements:**

Pursuant to DC Municipal Regulations (“DCMR”), Title 26, Section 3702, all **non-RRG** captive insurance companies shall have an annual audit by an independent certified public accountant authorized by the Commissioner and shall file such audited financial report with the Commissioner on or before June 30 for the year ending December 31 immediately preceding. This includes Protected Cell Captive Insurers, Incorporated Cells, and Protected Cells. Please refer to the “Special Instructions for Cell Reporting” section below for additional guidance regarding audited financial statement requirements for Protected Cell Captive Insurers, Incorporated Cells, and Protected Cells.

**For non-RRGs, the annual audit shall consist of the following:**

- a) Financial statements furnished pursuant to this section shall be examined by independent certified public accountants in accordance with generally accepted auditing standards as determined by the American Institute of Certified Public Accountants.
- b) The opinion of the independent certified public accountant shall cover all years presented.

- c) The opinion shall be addressed to the captive insurance company on stationery of the accountant showing the address of issuance, shall bear original manual signatures, and shall be dated.

The annual audit report shall include an evaluation of the internal controls of the captive insurance company relating to the methods and procedures used in the securing of assets and the reliability of the financial records, including but not limited to such controls as the system of authorization and approval and the separation of duties. The annual audit shall be conducted in accordance with generally accepted auditing standards.

The accountant shall furnish the company, for inclusion in the filing of the audited annual report, a letter stating:

- a) That it is independent with respect to the captive insurance company and conforms to the standards of the profession, as contained in the Code of Professional Ethics and pronouncements of the American Institute of Certified Public Accountants and pronouncements of the Financial Accounting Standards Board.
- b) The general background and experience of the staff engaged in audit including the experience in auditing captives or other insurance companies.
- c) That the accountant understands that the audited annual report and his opinions thereon will be filed in compliance with this regulation with the Department of Insurance, Securities and Banking.
- d) That the accountant consents to the requirements of DCMR, Title 26, Section 3705 (“AVAILABILITY AND MAINTENANCE OF WORKING PAPERS OF THE INDEPENDENT CERTIFIED PUBLIC ACCOUNTANT”).
- e) That the accountant is properly licensed by an appropriate District or state licensing authority and is a member in good standing in the American Institute of Certified Public Accountants.

**The annual audit shall include the following financial statements:**

- a) Balance sheet;
- b) Statement of operations;
- c) Statement of changes in financial position;
- d) Statement of changes in capital paid up, gross paid in and contributed surplus and unassigned funds (surplus); and
- e) Notes to financial statements, which shall include those that are required by generally accepted accounting principles, including:
  1. A reconciliation of differences in policyholders’ surplus, assets, liabilities, and net income, if any, between the audited financial report and the statement or form filed with the Commissioner (i.e., un-audited statement);
  2. A summary of ownership and relationship of the company and all affiliated corporations or companies insured by the captive; and
  3. A narrative explanation of all material transactions and balances with the company.

**RRGs** shall file the audited financial report, in compliance with The Annual Audited Financial Reports Act (D.C. Official Code § 31-301 et seq.), with the Commissioner and with the NAIC by June 1. RRGs requesting waivers from the filing of the audited financial report shall request such waiver under D.C. Official Code § 31-312(a) and shall cite to this section of the D.C. Official Code in the request for waiver.

A captive insurer must notify the RFB in writing before June 1 (for RRGs) or June 30 (for non-RRGs) if its audited financial statements will not be filed by the deadline. The captive insurer shall specify if an extension or waiver is being requested. Requests for extensions and waivers must be updated annually in writing.

**Statement of Actuarial Opinion:**

For RRGs, the required opinion must follow The Property and Casualty Actuarial Opinion Amendment Act of 2008 (D.C. Official Code §§ 31-2502.26a and 31-2502.26b), and with the NAIC Annual Statement Instructions. RRGs requesting waivers from the filing of the actuarial opinion shall request such waiver under D.C. Official Code § 31-2502.26a(a) and shall cite to this section of the D.C. Official Code in the request for waiver.

For non-RRGs, the required opinion may follow the NAIC Annual Statement Instructions but is not required to do so. For non-RRG opinions that do not follow the NAIC Annual Statement Instructions, the actuary must still state his or her “opinion” regarding the sufficiency of the company’s loss reserves and loss expense reserves, and the actuary must sign such opinion.

The individual who certifies as to the adequacy of reserves shall be approved by the Commissioner and shall be a Fellow of the Casualty Actuarial Society, a member in good standing of the American Academy of Actuaries, or an individual who has demonstrated competence in loss reserve evaluation to the Commissioner. For RRGs, the NAIC “2022 Property/Casualty Annual Statement Instructions” includes guidance requiring the Appointed Actuary to provide documentation of how the Appointed Actuary meets the definition of “Qualified Actuary”. RRGs should ensure the Appointed Actuary follows this guidance.

An insurer must notify the RFB in writing before the applicable deadline if its actuarial opinion will not be filed by the deadline. The captive insurer shall indicate if an extension or waiver is being requested. Requests for extensions and waivers must be updated annually in writing.

**Actuarial Opinion Summary:**

For RRGs, the required Actuarial Opinion Summary must follow The Property and Casualty Actuarial Opinion Amendment Act of 2008 (D.C. Official Code §§ 31-2502.26a and 31-2502.26b), and with the NAIC Annual Statement Instructions.

The Actuarial Opinion Summary is not required for non-RRGs.

### **Special Instructions for Cell Reporting:**

Each Protected Cell Captive Insurer (“PCC”), and each Incorporated Cell (“IC”) and Protected Cell (“PC”) affiliated with the PCC shall file separate un-audited financial statements on the DC Blank on or before March 2<sup>nd</sup> of each year.

**Below are instructions for filing audited financial statements and actuarial opinions for cell companies. Due to variations in cell structures and business plans, audited financial statements and actuarial opinions, particularly of the PCC (“core”), may not be necessary in some circumstances. Any questions regarding cell reporting should be discussed with the Department. Permission to deviate from these instructions must be discussed and received from the Department in advance of filing deadlines.**

Each PCC, IC and PC may file separate audited financial statements with the Department on or before June 30<sup>th</sup> of each year. In lieu of separate audited financial statements, each PCC may file “combined”<sup>(1)</sup> audited financial statements with the Department on or before June 30<sup>th</sup> of each year. The auditor shall express an opinion on the combined assets, liabilities, capital and surplus of the PCC and all PCs and ICs. The detailed assets (e.g., Bonds, Prepaid Reinsurance Premiums, etc.), liabilities (e.g., Losses, Unearned Premiums, etc.) and capital and surplus (e.g., Common Stock, etc.) balances of the PCC and each IC and PC shall be disclosed in a Note to the financial statements. The combined totals of each of these balances should equal the totals of the respective balances in the consolidated or combined audited financial statements and the individual balances and totals for the PCC and each IC and PC should agree to the totals in the separate un-audited financial statements filed for the PCC and each IC and PC.

- (1) For purposes of this section, “combined” refers to combined statements/opinion of the PCC and PCs and ICs. “Combined” does not refer to “consolidation” as contemplated by “consolidated” GAAP reporting. In circumstances where the PCC and cells are under common ownership, a GAAP consolidated audit may be possible.

Each PCC, IC and PC may file separate statements of actuarial opinion with the Department on or before June 30<sup>th</sup> of each year. In lieu of separate actuarial opinions, each PCC may file a combined<sup>(1)</sup> actuarial opinion certifying the adequacy of the loss reserves and loss expense reserves on or before June 30<sup>th</sup> of each year. The opinion shall be in accordance with the above instructions for actuarial opinions for non-RRGs. The actuary shall opine on the loss reserves and loss expense reserves in each IC and PC, and the PCC (if applicable<sup>(2)</sup>). In addition, the opinion shall include a Note showing the loss reserves and loss expense reserves for each IC and PC, and PCC (if applicable). The sum total of loss and loss expense reserves in the Note should equal the loss and loss expense reserve balances reported in the combined actuarial opinion. In addition, the individual amounts in the Note for each IC and PC, and PCC (if applicable) should agree to the amounts in the separate un-audited financial statements filed for the PCC and each IC and PC.

- (1) For purposes of this section, “combined” refers to combined statements/opinion of the PCC and PCs and ICs. “Combined” does not refer to “consolidation” as contemplated by “consolidated” GAAP reporting.
- (2) For a PCC that has never written any insurance or reinsurance business, an actuarial opinion is not required and a request for a waiver is not required.



### **Special Instructions for Branch Captive Reporting:**

Each branch captive insurance company (“BCIC”) shall file with the Commissioner copies of all reports and financial statements (i.e., audited, or un-audited financial statements and actuarial opinions) required to be filed by the parent captive insurance company (“parent”) of the BCIC under the laws of the jurisdiction in which the parent is domiciled. The copies of the reports and financial statements shall be certified under oath by two officers of the parent.

In addition to the aforementioned filings, the parent shall file a statement signed by two of its executive officers, one of which must be the President or Chief Financial Officer, setting forth the gross premiums written, reinsurance ceded and assumed, and reserves and other liabilities associated with the insurance business written through the BCIC. This statement, or an accompanying statement, should also indicate the earned premiums, paid losses, and the changes in the loss reserves such that the underwriting profit or loss is shown for the BCIC. This information may be filed either within the letter or on a spreadsheet.

The BCIC is not required to file audited financial statements. However, the parent’s audited financial statements should include a Note disclosing the amounts attested to by the officers regarding the insurance business written through the BCIC.

For branch companies with a December 31 year end, all filings are due on or before June 30<sup>th</sup> of each year. For branch companies with a fiscal year end other than December 31, all filings are due on or before 6 months after the date of the BCIC’s fiscal year end. If the parent’s information is not available by the applicable deadline, the captive manager shall contact the Department in writing prior to the deadline to request an extension of the deadline to a date when the information is anticipated to be available.

### **General Filing Instructions Applicable to All Filings:**

All filings should be sent via email to [captive.filings@dc.gov](mailto:captive.filings@dc.gov). All filings must reflect executed and notarized (where required) signatures.

For RRGs required to file with the NAIC and for other companies voluntarily filing with the NAIC, please note that hard copies of annual statements, quarterly statements, and supplemental filings are not required to be filed with the NAIC. Requirements for electronic filings to the NAIC remain in place.

Non-RRGs **shall file the DC Blank in both PDF and Excel formats**. See the attached Appendix A “**DC 2022 Filing Instructions for Captive Insurance Companies**” and Appendix B “**DC 2022 Annual/2023 Quarterly Filing Checklist for Captive Insurance Companies**” for further filing requirements and instructions.

A captive insurer must notify the RFB in writing before the filing deadline if a filing will not be filed by the deadline. The captive insurer shall indicate if an extension or waiver is being requested. Requests for extensions and waivers must be updated annually in writing.

For questions or clarification on financial filings, please contact Sean O’Donnell, Director of Financial Examination, at 202-442-8153, or [sean.odonnell@dc.gov](mailto:sean.odonnell@dc.gov)

**Fiscal Year Filers:**

Companies with a fiscal year-end other than December 31 may request and receive permission from the RFB to file on a basis other than December 31 (RRGs must report using a December 31 year end and may not file with a fiscal year-end other than December 31). This request need only be made one time, but any subsequent changes must also be approved by the RFB. Filing deadlines for non-RRG fiscal year filers are calculated based on the filing deadlines for calendar year filers. Un-audited statements are due 2 months and 2 days after the fiscal year end, and the audited financial statements and actuarial opinions are due on the last day of the sixth month after the fiscal year end. For example, for a company on a June 30 fiscal year end, the un-audited statements are due September 2, and the audited financial statements and actuarial opinions are due on December 31.

**There is no change in the due dates for premium tax returns for fiscal year filers but see below under “Premium Tax Returns” for special instructions for fiscal year filers.**

**There is no change in the due date for certificate of authority renewals for fiscal year filers.**

**Premium Tax Returns:**

All domestic captives are required to file a DC Premium Tax Return on or before March 2<sup>nd</sup> of each year. Filing Instructions and Tax Forms for captives can be accessed through the DISB website at <https://disb.dc.gov/>

**Please note there are two different tax return forms, one for RRGs and one for non-RRGs. All checks should be made payable to “DC Treasurer”.**

**\*\*NOTE\*\*** In accordance with the captive law of the District of Columbia, companies shall report as premiums and pay applicable premium tax on total net direct premiums. Total net direct premiums shall include all amounts charged to policyholders, including amounts that some companies may charge separately to policyholders such as amounts for premium taxes, risk management fees, etc. Total net direct premiums shall be reported on the premium tax return and should agree to Schedule T for companies filing the NAIC yellow blank and should agree to tab 5 (“Premium Schedule”) for companies filing the DC Blank.

Each PCC and each IC shall file separate premium tax returns. ICs are subject to the minimum tax (\$7,500). One or more PCs shall file a consolidated premium tax return with the PCC. Each PC is not subject to the minimum tax.

Fiscal year filers shall file a DC Premium Tax Return on or before March 2<sup>nd</sup> of each year, reporting premiums written for the most recently completed fiscal year.

See the attached Appendix A “DC 2022 Filing Instructions for Captive Insurance Companies” and Appendix B “DC 2022 Annual/2023 Quarterly Filing Checklist for Captive Insurance Companies” for further instructions regarding premium tax returns.

**Please note that companies may E-file 2022 premium tax returns electronically using the NAIC “OPTins” system. E-filing is strongly encouraged, but not yet required. (Additional information about OPTins can be found in the instructions on the 2022 premium tax returns.)**

In addition to the option to E-file 2022 premium tax returns electronically using the NAIC “OPTins” system, an option for electronic payments made directly to the DC Government is available. See Appendix C for further details regarding this electronic payment option.

For questions or clarification on premium taxes, please contact Ms. Hawi Chibessa at (202) 442-7786 or via email at [hawi.chibessa1@dc.gov](mailto:hawi.chibessa1@dc.gov)

**Certificate of Authority Renewal:**

Pursuant to Section 31-3931.09(d) of the DC Official Code, all licensed captive insurance companies and risk retention groups shall renew Certificates of Authority annually, on or before April 30 of each year. Companies electing to E-file their 2022 premium tax returns may include the certificate of authority renewal fee with the tax payment. Additional information can be found in the instructions section of the 2022 premium tax return.

The annual renewal fee is **\$300.00**. If paying by check, checks should be made payable to “**DC Treasurer**” and should accompany the renewal form, which can be found on the DISB website at <https://disb.dc.gov/>

Companies paying by check should send the renewal form and payment to the below address as soon possible after March 1, but no later than April 30. **A copy of the renewal form and a copy of the check should be sent via e-mail to [captive filings@dc.gov](mailto:captive filings@dc.gov).**

**Address\*:**

DC Treasurer Insurance Bureau  
PO Box 712180  
Philadelphia, PA 19171-2180

**\*REMINDER – THIS IS A NEW ADDRESS**

The Commissioner may impose a fine or suspend or revoke the Certificate of Authority if it is not renewed by August 1.

See the attached Appendix A “**DC 2022 Filing Instructions for Captive Insurance Companies**” and Appendix B “**DC 2022 Annual/2023 Quarterly Filing Checklist for Captive Insurance Companies**” for further instructions regarding certificate of authority renewals.

For questions or clarification on certificates of authority, please contact Ms. Hawi Chibessa, at 202-442-7786 or by email: [hawi.chibessa1@dc.gov](mailto:hawi.chibessa1@dc.gov)

**Business Plan Changes:**

All requests for approval to make business plan changes must be sent to Dana Sheppard ([dana.sheppard@dc.gov](mailto:dana.sheppard@dc.gov)), Associate Commissioner, Risk Finance Bureau, and Sean O’Donnell ([sean.odonnell@dc.gov](mailto:sean.odonnell@dc.gov)), Director of Financial Examination, Risk Finance Bureau. DO NOT SEND REQUESTS DIRECTLY TO THE FINANCIAL ANALYST ASSIGNED TO YOUR COMPANY (but the applicable financial analyst may be copied).

## Appendix A

### DC 2022 Filing Instructions for Captive Insurance Companies

1. Financial Filings Questions:	Sean O'Donnell, Director of Financial Examination Risk Finance Bureau (202) 442-8153 <a href="mailto:sean.odonnell@dc.gov">sean.odonnell@dc.gov</a>
2. Financial Filings:	All required financial filings must be emailed to <a href="mailto:captive.filings@dc.gov">captive.filings@dc.gov</a> <b>Please note: Non-RRGs filing the DC Blank shall file the electronic version of the DC Blank in both PDF and Excel formats.</b>  All electronic filings must clearly reflect executed and notarized (where required) signatures.
3. Signatures:	All Annual Statements and RRG Quarterly Statements: Signatures of at least two executive officers are required on all statements. Signatures shall be notarized.
4. Mailing Address for Certificate of Authority Renewals and Premium Tax Payments Paid by Check*:  <b>*REMINDER – THIS IS A NEW ADDRESS</b>	If paying by check, make checks payable to "DC Treasurer" and mail to:  DC Treasurer Insurance Bureau PO Box 712180 Philadelphia, PA 19171-2180  <b>NOTE: PLEASE EMAIL A PDF OF THE SUPPORTING DOCUMENTATION (PREMIUM TAX RETURN FORM, CERTIFICATE OF AUTHORITY RENEWAL FORM, COPY OF THE CHECK) TO <a href="mailto:captive.filings@dc.gov">captive.filings@dc.gov</a>.</b>  Questions: Contact Ms. Hawi Chibessa at (202) 442-7786 or via email at <a href="mailto:hawi.chibessa@anu.andrew@dc.gov">hawi.chibessa@anu.andrew@dc.gov</a>
5. Delivery Instructions:	All filings must be received no later than the indicated due date. If the due date falls on a weekend or holiday, then the deadline is extended to the next business day.
6. Late Filings:	Must be approved in advance, by the Department.
7. Risk Finance Bureau Mailing Address:	DC Department of Insurance, Securities, and Banking Attention: Risk Finance Bureau 1050 First Street, NE, Suite 801, Washington, DC 20002

## Appendix B

### DC 2022 Annual/2023 Quarterly Filing Checklist for Captive Insurance Companies

	Due Date <sup>#</sup>			
	Risk Retention Groups	Non RRGs	Branch	Cells
<b>UNAUDITED FINANCIAL STATEMENTS</b>				
Annual Financial Statement	√ 3/2	√ 3/2		√ 3/2*
Quarterly Financial Statement (8 1/2" x 14")	√ 5/15 √ 8/15 √ 11/15			
Other			√ 6/30*	
<b>AUDITED FINANCIAL STATEMENTS</b>				
Audited Financial Statements	√ 6/1	√ 6/30		√ 6/30*
Report of Evaluation of Internal Controls	√ 6/1	√ 6/30		√ 6/30*
Accountants' Qualifications Letter	√ 6/1	√ 6/30		√ 6/30*
<b>ACTUARIAL OPINION</b>				
Statement of Actuarial Opinion	√ 3/2	√ 6/30		√ 6/30*
Actuarial Opinion Summary	√ 3/15			
<b>OTHER REQUIRED FILINGS</b>				
Premium Tax Return	√ 3/2	√ 3/2	√ 3/2	√ 3/2*
Risk Based Capital filing	√ 3/2			
Reinsurance Attestation Supplement; Exceptions to the Reinsurance Attestation Supplement (if applicable)	√ 3/2			
Management's Discussion and Analysis	√ 4/2			
Cybersecurity & Identity Theft Insurance Coverage Supplement	√ 4/2			
Supplemental Investment Risk Interrogatories	√ 4/2			
Certificate of Authority renewal	√ 4/30	√ 4/30	√ 4/30	√ 4/30
Holding Company filings (Forms B, C and F), if applicable	√ 4/30			

# If the due date falls on a weekend or holiday, then the deadline is extended to the next business day

√ Denotes required filing and due date

\* For branch and cell reporting, refer to "2022 Reporting Instructions" memo

## APPENDIX C

### DC 2022 Filing Instructions for Captive Insurance Companies

#### ELECTRONIC PAYMENT INSTRUCTIONS FOR PAYMENTS TO THE RISK FINANCE BUREAU

BENEFICIARY BANK: WELLS FARGO BANK, N.A.  
1750 H Street, NW, Suite 500  
WASHINGTON, DC 20005

ABA#: 121000248

BENEFICIARY ACCOUNT#: 2000043154898

ACCOUNT TYPE: CHECKING

ACCOUNT TITLE: INSURANCE BUREAU (DISR)LOCKBOX

BENEFICIARY ADDRESS: 1101 4th Street SW # 800W, Washington DC 20024

PAYMNET TYPE: ACH

PAYMENT DESCRIPTION/ADDENDA\*: RFB/Company Name/Payment Type

NACHA FORMAT: CTX/CCD, CTX is Preferred

\*The "Transfer Memo/Payment Description/addenda" information is crucial to ensure that your payment is directed to the Risk Finance Bureau. Please be sure to include this information on your ACH transfer.

#### **Sample of Payment Description/Addenda as follows:**

##### ***RFB/ABC Company/08101***

- RFB
- Company Name: ABC Company
- Payment Type: 08101 (RFB Payment)

**\*PLEASE EMAIL A PDF OF THE PAYMENT DETAILS REPORT AND ANY OTHER SUPPORTING DOCUMENTATION (PREMIUM TAX RETURN FORM, CERTIFICATE OF AUTHORITY RENEWAL FORM, APPLICATION FEE, ETC.) TO [captive.filings@dc.gov](mailto:captive.filings@dc.gov).**