Department of Business and Industry

Nevada Division of Insurance

1818 E. College Pkwy, Suite 103, Carson City, Nevada 89706 **Phone:** (775) 687-0700 **Fax:** (775) 687-0787 **Web:** doi.nv.gov

Frequently Asked Questions for Financial Filings and Payments

1. **How does a company notify the Division of an address change?**

   Please fill out the "Insurer Change of Address form" which can be accessed on the Division's Web site: http://doi.nv.gov/sinsur/docs/InsurersAddressChangeForm.pdf under the "Insurers" tab, under the heading "Information for Insurers."

2. **What day must filings be postmarked by when the due date is a Saturday, Sunday or holiday?**

   All filings must be postmarked by the next business day.

3. **What should a foreign company file instead of an Annual Statement?**

   Send a signed and notarized Jurat Page (copy or original). Do not send a hard copy of your Annual Statement if filed with your state of domicile and electronically with NAIC.

4. **Are foreign companies required to send all items on the NAIC checklist?**

   No. Foreign insurers should send the required items in section V (and any additional requirements necessary in section IV) on the NAIC checklist.
   Please do not send the following checklist items:
   - I. NAIC Financial Statements (annual or quarterly – see numbers 1, 1.1, 2, 3 and 4);
   - II. NAIC Supplements;
   - III. Electronic Filings; or
   - IV. Audited Financial Statements

5. **Should I contact the Division of Insurance with premium tax questions?**

   Not usually. Most premium tax inquiries should be directed to the Department of Taxation (http://tax.state.nv.us); contact Jason O'Brien at (775) 684-2128 or obrien@tax.state.nv.us.

   Premium tax questions regarding **captives** can be Directed to the Division of Insurance. For captives, contact Mike Lynch at (775) 687-0758 or mlynch@doi.state.nv.us. For surplus lines information, visit http://doi.nv.gov/insurers.aspx or http://www.nsla.org/.

6. **Where do I find a publication form for the synopsis of Annual Statement?**

   These forms are available from any major Nevada newspaper listed at http://www.nv.gov/nv_default4.aspx?id=409 . This is a requirement of the Secretary of State www.sos.state.nv.us. Do not send your proof of publication or payment to the Division of Insurance.

7. **How do I ensure payment is applied to the correct company if:**
   - **a. There has been a merger?**
   - **b. There has been a name change?**
   - **c. One company is paying for another?**
   - **d. One check is sent for many companies?**

   In all instances the invoice must be accounted for. Submit invoice with mailed payment; or submit by fax or e-mail a copy of the invoice(s) to the Division accounting section when an electronic payment is made. In instances as listed above, include the NAIC number(s) and full company name(s) when remitting payment.
   - a. If an invoice is received for a merged company, return the invoice and include a contact name, phone number and e-mail address along with the merger information.
   - b. Return the invoice and list both the old and new name along with your payment. Please provide a contact name, phone number and e-mail address.
   - c. Return invoice and payment and note the payer's name and the invoiced company name.
   - d. If multiple payments are made, return the invoice for each company and identify each company by NAIC number, full company name and amount of payment for each identified company.