

PROPERTY & CASUALTY INSURERS

COMPANY NAME: _____ NAIC Company Code: _____

Contact: _____ Telephone: _____

REQUIRED FILINGS IN THE STATE OF: _____ Filings Made During the Year 2013

(1) Check -list	(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						
	1	Annual Statement (8 1/2" x 14")	1	EO	xxx	3/1	NAIC	B , E -2 , F , L , Q , R
	1.1	Printed Investment Schedule detail (Pages E01-E27)	1	EO	xxx	3/1	NAIC	
	2	Quarterly Financial Statement (8 1/2" x 14")	1	EO	xxx	5/15, 8/15, 11/15	NAIC	
	3	Protected Cell Annual Statement	1	0	xxx	3/1	NAIC	
	4	Combined Annual Statement (8 1/2" x 14")	1	EO	xxx	5/1	NAIC	
		II. NAIC SUPPLEMENTS						
	10	Accident & Health Policy Experience Exhibit	1	EO	xxx	4/1	NAIC	R -1 , N
	11	Actuarial Opinion	1	EO	xxx	3/1	Company	
	12	Actuarial Opinion Summary	1	N/A	xxx	3/15	Company	
	13	Bail Bond Supplement	1	EO	xxx	3/1	NAIC	
	14	Combined Insurance Expense Exhibit	1	EO	xxx	5/1	NAIC	
	15	Credit Insurance Experience Exhibit	1	EO	xxx	4/1	NAIC	
	16	Director and Officer Insurance Coverage Supplement	1	EO	xxx	3/1, 5/15, 8/15, 11/15	NAIC	
	17	Exceptions to Reinsurance Attestation Supplement	1	N/A	xxx	3/1	Company	
	18	Financial Guaranty Insurance Exhibit	1	EO	xxx	3/1	NAIC	
	19	Health Care Exhibit (Parts 1, 2 and 3) Supplement	1	EO	xxx	4/1	NAIC	
	20	Health Care Exhibit's Allocation Report Supplement	1	EO	xxx	4/1	NAIC	
	21	Investment Risk Interrogatories	1	EO	xxx	4/1	NAIC	
	22	Insurance Expense Exhibit	1	EO	xxx	4/1	NAIC	
	23	Long-Term Care Experience Reporting Forms	1	EO	xxx	4/1	NAIC	
	24	Management Discussion & Analysis	1	EO	xxx	4/1	Company	
	25	Medicare Supplement Insurance Experience Exhibit	1	EO	xxx	3/1	NAIC	
	26	Medicare Part D Coverage Supplement	1	EO	xxx	3/1, 5/15, 8/15, 11/15	NAIC	
	27	Premiums Attributed to Protected Cells Exhibit	1	EO	xxx	3/1	NAIC	
	28	Reinsurance Attestation Supplement	1	EO	xxx	3/1	Company	
	29	Reinsurance Summary Supplemental	1	EO	xxx	3/1	NAIC	
	30	Risk-Based Capital Report	1	EO	xxx	3/1	NAIC	
	31	Schedule SIS	1	N/A	N/A	3/1	NAIC	
	32	Supplement A to Schedule T	1	EO	xxx	3/1, 5/15, 8/15, 11/15	NAIC	
	33	Supplemental Compensation Exhibit	1	N/A	N/A	3/1	NAIC	
	34	Trusteed Surplus Statement	1	EO	xxx	3/1, 5/15, 8/15, 11/15	NAIC	
		III. ELECTRONIC FILING REQUIREMENTS						
	50	Annual Statement Electronic Filing	xxx	EO	xxx	3/1	NAIC	
	51	March .PDF Filing	xxx	EO	xxx	3/1	NAIC	
	52	Risk-Based Capital Electronic Filing	xxx	EO	N/A	3/1	NAIC	
	53	Risk-Based Capital .PDF Filing	xxx	EO	N/A	3/1	NAIC	
	54	Combined Annual Statement Electronic Filing	xxx	EO	xxx	5/1	NAIC	
	55	Combined Annual Statement .PDF Filing	xxx	EO	xxx	5/1	NAIC	
	56	Supplemental Electronic Filing	xxx	EO	xxx	4/1	NAIC	
	57	Supplemental .PDF Filing	xxx	EO	xxx	4/1	NAIC	
	58	Quarterly Statement Electronic Filing	xxx	EO	xxx	5/15, 8/15, 11/15	NAIC	
	59	Quarterly .PDF Filing	xxx	EO	xxx	5/15, 8/15, 11/15	NAIC	
	60	June .PDF Filing	xxx	EO	xxx	6/1	NAIC	
		IV. AUDIT/INTERNAL CONTROL RELATED REPORTS						
	71	Accountants Letter of Qualifications	1	EO	N/A	6/1	Company	
	72	Audited Financial Reports	1	EO	N/A	6/1	Company	
	73	Audited Financial Reports Exemption Affidavit	1	N/A	N/A		Company	J
	74	Communication of Internal Control Related Matters Noted in Audit	1	N/A	N/A	8/1	Company	
	75	Independent CPA (change)	1	N/A	N/A		Company	

76	Management's Report of Internal Control Over Financial Reporting	1	N/A	N/A	8/1	Company	
77	Notification of Adverse Financial Condition	1	N/A	1	As Required	Company	B, E-2
78	Request for Exemption to File	1	N/A	N/A		Company	J
79	Request to File Consolidated Audited Annual Statements	1	N/A	N/A		Company	
80	Relief from the five-year rotation requirement for lead audit partner	1	EO	N/A	3/1	Company	
81	Relief from the one-year cooling off period for independent CPA	1	EO	N/A	3/1	Company	
82	Relief from the Requirements for Audit Committees	1	EO	N/A	3/1	Company	
V. STATE REQUIRED FILINGS***							
101	Certificate of Compliance	xxx	0	xxx	xxx	xxx	
102	Filings Checklist (with Column 1 completed)	1	0	1	3/1	State	
103	Holding Company Registration Statements	1	0	xxx	6/30	See Website	http://doi.nv.gov/insurers.aspx Holding Company Info is at the bottom of the web page
104	Other – see appropriate company type on Required Industry Reports	0	0	0	As Required	See Website	http://doi.nv.gov/spc/r_pcorr.aspx and Q
105	Premium tax	xxx	0	xxx	See Notes	State	D, N
106	Signed Jurat	1	0	1	3/1	NAIC	B, E-2, F, L, N, Q, R
107	State Filing Fees	1		1	3/1	State	C, E-1, O, R
108							
109							

*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 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.

	Nevada NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)	
A	Required Filings Contact Person: (For NAIC Checklist Requirements)	Peggy Willard-Ross pwillard@doi.nv.gov E-mail (775) 687-0760 Telephone For Other Contact Information: See “Q”
B	Mailing Address for Filings: (for NAIC Checklist Requirements)	For Domestic Companies, Companies not filing with NAIC, Accredited Reinsurers, and Purchasing Groups: Department “A” Nevada Division of Insurance Corporate and Financial Affairs Section 1818 East College Pkwy, Suite 103 Carson City, NV 89706 For all other companies: Nevada Division of Insurance Corporate and Financial Affairs Section 1818 East College Pkwy, Suite 103 Carson City, NV 89706 Use a delivery confirmation for proof of receipt for filings or payments.
C	Mailing Address for Filing Fees: Annual Renewal Payments Not for individuals/ agencies/ entities licensed under NRS 683A or NRS 692	Nevada Division of Insurance Corporate and Financial Affairs Section 1818 East College Pkwy, Suite 103 Carson City, NV 89706 Mail payment with invoice separate from filing. Make checks payable to: Nevada Division of Insurance. Certificate Renewal Fees - plus Fund for Administrative and Enforcement fee range upwards to \$3,801.00. More Information: http://doi.nv.gov/sinsur/docs/RenewalFeeChart.pdf Use a delivery confirmation for proof of receipt for filings or payments.
D	Mailing and Filing Address for Premium Tax Original Filings and Premium Tax Payments: (for all companies except Captives)	Nicky Baily, Tax Examiner II Nevada Department of Taxation 1550 College Parkway, Ste. 115 Carson City, NV 89706 (775)-684-2123 nbaily@tax.state.nv.us http://tax.state.nv.us/index.htm Exception: Captives mail Premium Tax to: Nevada Division of Insurance Corporate & Financial Affairs Section 1818 East College Pkwy, Suite 103 Carson City, NV 89706
E	Delivery Instructions: Not for individuals/ agencies/ entities licensed under NRS 683A or NRS 692 Filings Must Be Legible	The due date is March 1st. The Division will consider filings postmarked on or before March 1st as being timely submitted. 1. Send Annual Renewal Payments to the Nevada Division of Insurance Carson City office – See “C” 2. Send Annual Statement or Jurat Filings to Carson City – See “B” 3. Send Required Industry Reports to the appropriate division section (as listed on the RIR)
F	Late Filings:	Company will be fined \$100 per day to a maximum of \$3,000 for late filings (received or postmarked after 3/1/2013), or as required by statute.
G	Original Signatures:	Domestic companies: original signatures are required on all filings. Foreign companies: follow the instructions in the NAIC Annual Statement Instructions.

H	Signature/Notarization/Certification:	The President and Secretary are required to sign the annual statement, or, in the absence of one, two other principal officers may sign.
I	Amended Filings:	Domestic companies: file within 10 days of amendment and include an explanation of the amendment(s). Signature requirements listed apply to any amendment. See “ G ” Foreign companies: Do not file with the Nevada Division of Insurance. (Amended filings are filed electronically with the NAIC.)
J	Exceptions from normal filings: (Must be approved by the Commissioner)	Domestic companies: Apply at least 30 days prior to the due date. Foreign companies: Supply a written copy of any exemption or extension received from your state of domicile at least 10 days prior to the filing due date.
K	Bar Codes (State or NAIC):	Follow the instructions in the NAIC Annual Statement Instructions.
L	Signed Jurat:	Foreign Companies: File Jurat Page (signed and notarized – copy or original). Do Not Send hard copy of Annual Statement, if Annual Statement is filed with the state of domicile and electronically with the NAIC. Domestic companies: File an additional signed copy of the Jurat page, in addition to the Annual Statement hardcopy (file with hardcopy, or electronically with your assigned DOI analyst). See “ B ” for mailing instructions.
M	NONE Filings:	All pages must be included. “None Page” allowed.
N	Filings new, discontinued or modified materially since last year:	New: Domestic companies: File an additional signed copy of the Jurat page - in addition to the Annual Statement hardcopy (file with hardcopy, or, electronically with your assigned DOI analyst). (additional supplements, section II, not required if included with annual statement, section I) Discontinued: Bulletin 09-003 has been replaced by Bulletin 11-015. Copies of the annual Premium Tax and Annuity filings sent to Department of Taxation are no longer required to be sent to the Division of Insurance. See “ R ” for additional notes.
O	Late payment penalty	Company will be fined a maximum of \$2,000 for late payment of annual renewal fee, or as required by statute.
P	Publication of “Synopsis of Annual Statement” in Nevada Newspapers Requirement of: Nevada’s Secretary of State. See FAQ’s: http://doi.nv.gov/sinsur/docs/faq_Annual_11.pdf	All foreign insurers are required by NRS 80.190 to publish a statement of their calendar year’s business in a Nevada newspaper. Please contact the legal department of any Nevada newspaper http://nv.gov/about/media/ for the forms and instructions.
Q	Contact and Mailing Address for Required Industry Reports filings:	Please refer to the appropriate section of Required Industry Report for contact and mailing information concerning filings. Do Not File with items listed on the NAIC checklist. Required Industry Reports can be found at: For Property/Casualty http://doi.nv.gov/spc/r_pcrr.aspx For Life/Health http://doi.nv.gov/slh/r_lhrr.aspx
R	Additional Notes:	1. Domestic Companies: See “ L ” and “ N ” 2. Foreign Companies: do not file any items listed in sections I, II, III, or IV-as applicable. See section V for required filing. 3. See “B” for mailing instructions for filings. 4. See “C” for mailing instructions for payments. 5. Fund for Administration and Enforcement annual fee (A&E) is included on the Certificate renewal invoice. See: http://doi.nv.gov/sinsur/docs/RenewalFeeChart.pdf Exception: Service Contract Providers will receive an invoice for the A&E, due March 1 st , separate from their renewal fee invoice.

**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 mailing 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 (E) 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 (EX4) 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.