TITLE COMPANIES

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 FILING FOR THE ABOVE STATE	(4) NUMBER OF COPIES* Domestic		Foreign	(5) DUE DATE	(6) FORM SOURCE **	(7) APPLICABLE NOTES
			State	NAIC	State			
		I. NAIC FINANCIAL STATEMENTS						
	1	Annual Statement (8 ½" 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 ½" x 14")	**1**	EO	xxx	5/15, 8/15, 11/15	NAIC	
		II. NAIC SUPPLEMENTS						
	11	Actuarial Opinion	**1**	EO	xxx	3/1	Company	**R -1 , N**
	12	Investment Risk Interrogatories	**1**	EO	xxx	4/1	NAIC	
	13	Management Discussion & Analysis	**1**	EO	xxx	4/1	Company	
	14	Schedule SIS	**1**	N/A	**N/A**	3/1	NAIC	
	15	Supplemental Compensation Exhibit	**1**	N/A	**N/A**	3/1	NAIC	
	16	Supplemental Schedule of Business Written By Agency	**1**	EO	xxx	4/1	NAIC	
		III. ELECTRONIC FILING REQUIREMENTS						
	50	Annual Statement Electronic Filing	xxx	1	xxx	3/1	NAIC	
	51	March .PDF Filing	xxx	1	xxx	3/1	NAIC	
	52	Supplemental Electronic Filing	xxx	1	xxx	4/1	NAIC	
	53	Supplemental .PDF Filing	xxx	1	xxx	4/1	NAIC	
	54	Quarterly Statement Electronic Filing	xxx	1	xxx	5/15, 8/15, 11/15	NAIC	
	55	Quarterly .PDF Filing	xxx	1	xxx	5/15, 8/15, 11/15	NAIC	
	56	June .PDF Filing	xxx	1	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	Relief from the five-year rotation requirement for lead audit partner	**1**	EO	**N/A**	3/1	Company	
	80	Relief from the one-year cooling off period for independent CPA	**1**	EO	**N/A**	3/1	Company	
	81	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	http://doi.nv.gov/insurers.aspx **Holding Company Info is at the bottom of the web page**
	102	Filings Checklist (with Column 1 completed)	**1**	0	**1**	3/1	State	http://doi.nv.gov/spc/r_pcrr.aspx **and Q**
	103	Holding Company Registration Statements	**1**	0	xxx	6/30	See Website	**D , N**
	104	Other – see appropriate company type on Required Industry Reports	**0**	0	**0**	As Required	See Website	**B , E -2 , F , L , N, Q , R**
	105	Premium tax	xxx	0	xxx	See Notes	State	**C , E -1 , O , R**
	106	Signed Jurat	**1**	0	**1**	3/1	NAIC	http://doi.nv.gov/insurers.aspx **Holding Company Info is at the bottom of the web page**
	107	State Filing Fees	**1**	0	**1**	State	State	http://doi.nv.gov/spc/r_pcrr.aspx **and Q**

***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 Fiing 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 1st, 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 the annual statement, detail for investment schedules and all supplements due March 1.

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 supplements due April 1.

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

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

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 (generally, on its web site). 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.