



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

## INSTRUCTIONS – ANNUAL CLAIMS INFORMATION REPORT – Inactive Employers

The Inactive Annual Claims Information Report form must be completed by former self-insured Employers who have not been released from reporting by the Division.

The Annual Claims Information Report is comprised of two sections. The primary form is the Annual Claims Information Report. The second required form is the Annual Certification of Claims Administration. Both parts of the report must be submitted to the Division of Insurance by the self-insured employer by no later than September 30.

The Annual Claims Information Report must be completed by the Employer. Please see instructions below.

The Annual Certification of Claims Administration is completed by the person or company responsible for claims administration. This can be a third-party administrator or it can be the Employer if the program of self-insurance is self-administered. Please see separate instructions for completion of the Certification form.

## SECTION A – EMPLOYER INFORMATION

1. Employer Name and Certificate Number – Enter the name and certificate number of the Employer as they appear on the certificate of authority.
2. Certification Dates – Enter the date of certification as it appears on the certificate of authority and the date of de-certification.
3. Employer Regulatory Contact – All fields must be completed.
4. Employer Complaints Contact – All fields must be completed.
5. Indicate by YES or NO if you have experienced a change of ownership or control in the past year. Attach an explanation for any YES answers.
6. Indicate by YES or NO if you anticipate a change in your ownership in the coming year. Attach an explanation for any YES answers.
7. Indicate by YES or NO if there has been a change in your business name or the name(s) of any of your subsidiaries. Attach an explanation if the name of the self-insured Employer has changed.

8. Please review your security deposit on file with the Division and indicate the name of the financial institution, type of deposit, the account number and the amount. If additional lines are needed, attach a separate page.

## SECTION B – ADMINISTRATOR INFORMATION

9. A separate Certification of Claims Administration must be completed by each Administrator responsible for handling your claims. A Certification of Claims Administration, signed by the Administrator pursuant to NAC 616B.460, must be submitted to the Division with this report.

List each of the Certifications of Claims Administration that are submitted with this Annual Claims Information Report and the corresponding period of claims handled.

All years that the employer had been self-insured must be represented in the fields provided.

Do not list prior Administrators who do not have your claims records and who no longer administer your claims.

10. Complete all fields regarding the location(s) of all open and closed claims records. These should be identified as paper or electronic format, the number of claims records, the period of loss dates of claims held at this location, the responsible party, and the address. The responsible party may be the employer, the current Administrator, or a prior Administrator who is able to provide claims records.

All years that the employer has been self-insured, including periods of assumed claims, must be represented in the fields provided.

Do not list prior Administrators who cannot provide your claims records and who no longer administer your claims.

## SECTION C – SIGNATURES & EMPLOYER CERTIFICATION

Pursuant to NAC 616B.460, each Claims Information Report Form must be signed by an officer or authorized employee of the self-insured employer. Notarization is not required.

## REMIT YOUR REPORT

Your complete report, which includes the Annual Claims Information Report with supporting attachments, all Certifications of Claims Administration, and loss runs, should be sent via email to the Division of Insurance to:

[SIEmail@doi.nv.gov](mailto:SIEmail@doi.nv.gov)