

# ANNUAL FILING CHECKLIST

## ADMITTED REINSURERS

**THE FOLLOWING CHECKLIST IS PROVIDED TO AID YOUR COMPANY IN  
ELECTRONICALLY SUBMITTING A COMPLETE FILING TO THIS DEPARTMENT  
(COPY OF THIS CHECKLIST IS TO BE SUBMITTED WITH FILING)**

**REPORTING COMPANY NAME:** \_\_\_\_\_

\_\_\_\_\_

**CONTACT PERSON NAME AND TITLE:** \_\_\_\_\_

\_\_\_\_\_

**CONTACT PERSON PHONE NO. AND E-MAIL ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

| ITEMS TO BE SUBMITTED   | <u>SUBMITTED</u> |    |
|---|------------------|----|
|   | YES              | NO |
| 1. Copy Renewal Fee Receipt (pay on-line at <a href="http://www.fiscal.treasury.gov/fsreports/ref/suretyBnd/surety_home.htm">http://www.fiscal.treasury.gov/fsreports/ref/suretyBnd/surety_home.htm</a> ) |                  |    |
| 2. Signed and Notarized Jurat Page for Annual Financial Statement of Reporting  |                  |    |
| 3. NAIC UPLOAD FILE (s.txt file only)   |                  |    |
| 4. For Subsidiaries Shown on Schedule D:<br>a. NAIC UPLOAD FILE (s.txt file only)   |                  |    |
| 5. Treasury Schedule F (form provided on-line)*   |                  |    |
| 6. Copies of LOC's and Trust Agreements for Largest Recoverable Amounts Reported on Sch. F, Part 2, Columns 4a and 4b   |                  |    |
| 7. NAIC IRIS Ratios and explanation(s) of IRIS Ratios with Unusual Results  |                  |    |
| 8. Current State Exam Report (if not previously provided) and copy of correspondence responding to Examiner's recommendations   |                  |    |
| 9. Updated Biographical Affidavits of New Officers and Directors (use NAIC Format)  |                  |    |
| 10. Description of Miscellaneous Assets Reported on Page 1 of the Annual Financial Statement  |                  |    |
| 11. Current Appraisals for Mortgage Loans and Real Estate Acquired During this Past Year  |                  |    |

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|--|--|--|
| 12. Insurance Dept. Certificates:<br>- verifying large infusions of capital or surplus<br>- verifying approval of extraordinary dividend                   |  |  |
| 13. Documents Describing Changes in the Company (i.e., name change, ownership change, change in state of incorporation, change in CPA audit firms, etc...) |  |  |
| 14. Copies of Change to Charter or Articles of Incorporation or Bylaws Which Occurred this Past Year   |  |  |

**\*ALL OF OUR FORMS ARE AVAILABLE ON-LINE AT**  
[http://www.fiscal.treasury.gov/fsreports/ref/suretyBnd/surety\\_home.htm](http://www.fiscal.treasury.gov/fsreports/ref/suretyBnd/surety_home.htm)

**\*\*NOTE: IT IS NOT NECESSARY TO SUBMIT INSURANCE EXPENSE EXHIBITS\*\***

**\*\*\* THE SURETY BOND PROGRAM ONLY ACCEPTS ELECTRONIC SUBMISSIONS OF DOCUMENTS (FACSIMILE SIGNATURES ARE ACCEPTABLE) \*\*\***

Annual Filing Checklist Admitted  
Reinsurers Rev. 8/2017  
OMB No. 1530-0061