

ANNUAL FILING CHECKLIST

CERTIFIED COMPANIES

- THE FOLLOWING CHECKLIST IS PROVIDED TO AID YOUR COMPANY IN **ELECTRONICALLY SUBMITTING** A COMPLETE FILING TO THIS DEPARTMENT
- A COPY OF THIS CHECKLIST IS TO BE SUBMITTED WITH YOUR COMPANY FILING
- PLEASE MARK EVERY ITEM ON THE CHECKLIST Y OR N/A
- IF N/A IS CHECKED, PLEASE INCLUDE AN EXPLANATION AS TO WHY THE DOCUMENT IS NOT INCLUDED
- ALL OF OUR FORMS ARE AVAILABLE ONLINE AT <https://www.fiscal.treasury.gov/surety-bonds/downloads.html>
- NOTE: IT IS NOT NECESSARY TO SUBMIT INSURANCE EXPENSE EXHIBITS
- **THE SURETY BOND PROGRAM ONLY ACCEPTS ELECTRONIC SUBMISSIONS OF DOCUMENTS**

REPORTING COMPANY NAME:

CONTACT PERSON NAME AND TITLE:

CONTACT PERSON PHONE NO.:

AND EMAIL ADDRESS:

ITEMS TO BE SUBMITTED	<u>SUBMITTED</u>	
	YES	N/A
FORMS SUBMITTED ARE THE MOST RECENT VERSIONS FROM THE SURETY BONDS WEBSITE		
1. Renewal Fee (pay online at https://www.fiscal.treasury.gov/surety-bonds/)		
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: NAIC UPLOAD FILE (s.txt file only)		
5. Surety License Form (form provided online) – Provide all current information		
6. Treasury Schedule F (form provided online)		
7. Copies of LOC's and Trust Agreements for Largest Recoverable Amounts Reported on Sch. F, Part 2, Columns 2b and 2c		
8a. Schedule of Excess Risks (form provided online)		

b. Reinsurance Agreement Forms for All Bonds Written with U.S. Government as the Obligee (SF 273, 274, 275) (Available online)		
c. Powers of Attorney for all Attorneys-In-Fact on Reins. Agreement Forms		
9. NAIC IRIS Ratios and explanation(s) of IRIS Ratios with Unusual Results		
10. Current State Exam Report (if not previously provided) and copy of correspondence responding to Examiner's recommendations		
11. Biographical Affidavits of New Officers and Directors marked with # on Jurat, if not provided in a previous quarterly filing (use NAIC Format)		
12. Bail Bond Reserve Schedule (if applicable)		
13. Description of Miscellaneous Assets Reported on Page 1 of the Annual Financial Statement		
14. Current Appraisals for Mortgage Loans and Real Estate Acquired During this Past Year		
15. Insurance Dept. Certificates: - verifying large infusions of capital or surplus - verifying approval of extraordinary dividend		
16. Documents Describing Changes in the Company (i.e., name change, ownership change, change in state of incorporation, change in CPA audit firms, etc.)		
17. Copies of Change to Charter or Articles of Incorporation or Bylaws which Occurred this Past Year		
18. Report on Federal Business Written, Assumed and/or Outstanding (form provided online)		