

# ANNUAL FILING CHECKLIST

## ADMITTED REINSURERS

- 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	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1. Copy of Renewal Fee <a href="https://www.fiscal.treasury.gov/surety-bonds/">Receipt (pay online at https://www.fiscal.treasury.gov/surety-bonds/)</a>	<input type="checkbox"/>	<input type="checkbox"/>
2. Signed and Notarized Jurat Page for Annual Financial Statement of Reporting	<input type="checkbox"/>	<input type="checkbox"/>
3. NAIC UPLOAD FILE (s.txt file only)	<input type="checkbox"/>	<input type="checkbox"/>
4. For Subsidiaries Shown on Schedule D: NAIC UPLOAD FILE (s.txt file only)	<input type="checkbox"/>	<input type="checkbox"/>
5. Treasury Schedule F (form provided online)	<input type="checkbox"/>	<input type="checkbox"/>
6. Copies of LOC's and Trust Agreements for Largest Recoverable Amounts Reported on Sch. F, Part 2, Columns 2b and 2c	<input type="checkbox"/>	<input type="checkbox"/>
7. NAIC IRIS Ratios and explanation(s) of IRIS Ratios with Unusual Results	<input type="checkbox"/>	<input type="checkbox"/>
8. Current State Exam Report (if not previously provided) and copy of correspondence responding to Examiner's recommendations	<input type="checkbox"/>	<input type="checkbox"/>

9. Biographical Affidavits of New Officers and Directors marked with # on Jurat, if not provided in a previous quarterly filing (use NAIC Format)		
10. Description of Miscellaneous Assets Reported on Page 1 of the Annual Financial Statement		
11. Insurance Dept. Certificates: - verifying large infusions of capital or surplus - verifying approval of extraordinary dividend		
12. Documents Describing Changes in the Company (i.e., name Change, ownership change, change in state of incorporation, change in CPA audit firms, etc.)		
13. Copies of Change to Charter or Articles of Incorporation or Bylaws which occurred this past year, if not sent in previous quarters		