

**LIFE, ACCIDENT AND HEALTH, FRATERNAL INSURERS**

COMPANY NAME: \_\_\_\_\_ NAIC Company Code: \_\_\_\_\_

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

REQUIRED FILINGS IN THE STATE OF: North Carolina Filings Made During the Year 2024

(1) Check list	(2) Line #	(3) REQUIRED FILINGS FOR THE ABOVE STATE	(4) NUMBER OF COPIES*			(5) DUE DATE	(6) FORM SOURCE **	(7) APPLICABLE NOTES
			Domestic		Foreign			
			State	NAIC	State			
		<b>I. NAIC FINANCIAL STATEMENTS</b>						
	1	Annual Statement (8 1/2"x14")	3	EO	xxx	3/1	NAIC	A,B,E,F,G,H,I,J,K,L,M,P
	1.1	Printed Investment Schedule detail (Pages E01-E29)	3	EO	xxx	3/1	NAIC	A,B,E,F,G,H,I,J,K,L,M,P
	2	Quarterly Financial Statement (8 1/2" x 14")	2	EO	xxx	5/15, 8/15, 11/15	NAIC	A,B,E,F,G,H,I,J,K,L,M,P
	3	Separate Accounts Annual Statement (8 1/2"x14")	3	EO	xxx	3/1	NAIC	A,B,E,F,G,H,I,J,K,L,M,P
		<b>II. NAIC SUPPLEMENTS</b>						
	11	Accident & Health Policy Experience Exhibit	2	EO	xxx	4/1	NAIC	A,B,E,F,J,K,M,P
	12	Credit Insurance Experience Exhibit	2	EO	xxx	4/1	NAIC	A,B,E,F,J,K,M,P
	13	Health Supplement	2	EO	xxx	3/1	NAIC	A,B,E,F,J,K,M,N,P
	14	Life, Health & Annuity Guaranty Association Assessable Premium Exhibit, Parts 1 & 2	2	EO	xxx	4/1	NAIC	A,B,E,F,J,K,M,P
	15	Long-term Care Experience Reporting Forms	2	EO	xxx	4/1	NAIC	A,B,E,F,J,K,M,P
	16	Management Discussion & Analysis	2	EO	xxx	4/1	Company	A,B,E,F,J,K,P
	17	Market Conduct Annual Supplement Premium Exhibit for Year	2	EO	xxx	3/1	NAIC	A,B,E,F,J,K,M,N,P
	18	Medicare Supplement Insurance Experience Exhibit	2	EO	xxx	3/1	NAIC	A,B,E,F,J,K,M,P
	19	Medicare Part D Coverage Supplement	2	EO	xxx	3/1, 5/15, 8/15, 11/15	NAIC	A,B,E,F,J,K,M,P
	20	Risk-Based Capital Report	1	EO	xxx	3/1	NAIC	A,B,E,F,G,J,K,P
	21	Schedule SIS	2	N/A	N/A	3/1	NAIC	A,B,E,F,J,K,M,P
	22	Supplemental Compensation Exhibit	2	N/A	N/A	3/1	NAIC	A,B,E,F,J,K,L,M,P
	23	Supplemental Health Care Exhibit (Parts 1 and 2)	2	EO	xxx	4/1	NAIC	A,B,E,F,J,K,M,N,P
	24	Supplemental Investment Risk Interrogatories	2	EO	xxx	4/1	NAIC	A,B,E,F,J,K,P
	25	Supplemental Schedule O	2	EO	xxx	3/1	NAIC	A,B,E,F,J,K,L,M,P
	26	Supplemental Term and Universal Life Insurance Reinsurance Exhibit	2	EO	xxx	4/1	NAIC	A,B,E,F,J,K,L,M,P
	27	Trusteed Surplus Statement	2	EO	xxx	3/1, 5/15, 8/15, 11/15	NAIC	A,B,E,F,J,K,L,M,P
	28	Variable Annuities Supplement	2	EO	xxx	4/1	NAIC	A,B,E,F,J,K,L,M,P
	29	VM 20 Reserves Supplement	2	EO	xxx	3/1	NAIC	A,B,E,F,J,K,L,M,P
	30	Workers' Compensation Carve-Out Supplement	2	EO	xxx	3/1	NAIC	A,B,E,F,J,K,L,M,P
		<b>Actuarial Related Items</b>						
	31	Actuarial Certification regarding use 2001 Preferred Class Table	3	EO	xxx	3/1	Company	A,B,E,F,G,J,K,P
	32	Actuarial Certification Related Annuity Nonforfeiture Ongoing Compliance for Equity Indexed Annuities	3	EO	xxx	3/1	Company	A,B,E,F,G,J,K,P
	33	Actuarial Memorandum Related to Universal Life with Secondary Guarantee Policies required by Actuarial Guideline XXXVIII 8D	2	N/A	xxx	4/30	Company	A,B,E,F,G,J,K,P
	34	Actuarial Opinion	3	EO	xxx	3/1	Company	A,B,E,F,G,J,K,P
	35	Actuarial Opinion on Separate Accounts Funding Guaranteed Minimum Benefit	3	EO	xxx	3/1	Company	A,B,E,F,G,J,K,P
	36	Actuarial Opinion on Synthetic Guaranteed Investment Contracts	3	EO	xxx	3/1	Company	A,B,E,F,G,J,K,P
	37	Actuarial Opinion on X-Factors	3	EO	xxx	3/1	Company	A,B,E,F,G,J,K,P
	38	Actuarial Opinion required by Modified Guaranteed Annuity Model Regulation	3	EO	xxx	3/1	Company	A,B,E,F,G,J,K,P
	39	Request for Life PBR Exemption (if applicable)	2	EO	xxx	7/1 Commissioner 8/15 NAIC	Company	A,B,E,F,G,J
	40	Executive Summary of the PBR Actuarial Report	2	N/A	xxx	4/1	Company	A,B,E,F,G,J,K,P
	41	Life Summary of the PBR Actuarial Report	2	N/A	xxx	4/1	Company	A,B,E,F,G,J
	42	Variable Annuities Summary of the PBR Actuarial Report	2	N/A	xxx	4/1	Company	A,B,E,F,G,J,K,P

(1) Check list	(2) Line #	(3) REQUIRED FILINGS FOR THE ABOVE STATE	(4) NUMBER OF COPIES*			(5) DUE DATE	(6) FORM SOURCE **	(7) APPLICABLE NOTES
			Domestic		Foreign			
			State	NAIC				
	43	PBR Actuarial Report (provide upon request)	2	N/A	xxx	4/1	Company	A,B,E,F,G,J
	44	RAAIS required by <i>Valuation Manual</i>	2	N/A	<b>Upon Request Only</b>	4/1	Company	O
	45	Reasonableness & Consistency of Assumptions Certification required by Actuarial Guideline XXXV	3	EO	xxx	3/1, 5/15, 8/15, 11/15	Company	A,B,E,F,G,J,K,L,M,P
	46	Reasonableness of Assumptions Certification required by Actuarial Guideline XXXV	3	EO	xxx	3/1, 5/15, 8/15, 11/15	Company	A,B,E,F,G,J,K,L,M,P
	47	Reasonableness & Consistency of Assumptions Certification required by Actuarial Guideline XXXVI (Updated Average Market Value)	3	EO	xxx	3/1, 5/15, 8/15, 11/15	Company	A,B,E,F,G,J,K,L,M,P
	48	Reasonableness & Consistency of Assumptions Certification required by Actuarial Guideline XXXVI (Updated Market Value)	3	EO	xxx	3/1, 5/15, 8/15, 11/15	Company	A,B,E,F,G,J,K,L,M,P
	49	Reasonableness of Assumptions Certification for Implied Guaranteed Rate Method required by Actuarial Guideline XXXVI	3	EO	xxx	3/1, 5/15, 8/15, 11/15	Company	A,B,E,F,G,J,K,L,M,P
	50	RBC Certification required under C-3 Phase I	1	EO	xxx	3/1	Company	A,B,E,F,G,J,K,P
	51	RBC Certification required under C-3 Phase II	1	EO	xxx	3/1	Company	A,B,E,F,G,J,K,P
	52	Statement on non-guaranteed elements - Exhibit 5 Int. #3	2	EO	xxx	3/1	Company	A,B,E,F,J,K,L,M,P
	53	Statement on par/non-par policies – Exhibit 5 Int. 1&2	2	EO	xxx	3/1	Company	A,B,E,F,J,K,L,M,P
	54	Actuarial Memorandum (G.S.§58-58-50(i) and (j))	1	N/A	xxx	3/1	Company	A,B,E,F,G,J,K,N,P
		<b>III. ELECTRONIC FILING REQUIREMENTS</b>						
	61	Annual Statement Electronic Filing	xxx	EO	xxx	3/1	NAIC	P
	62	March .PDF Filing	xxx	EO	xxx	3/1	NAIC	P
	63	Risk-Based Capital Electronic Filing	xxx	EO	N/A	3/1	NAIC	P
	64	Risk-Based Capital .PDF Filing	xxx	EO	N/A	3/1	NAIC	P
	65	Separate Accounts Electronic Filing	xxx	EO	xxx	3/1	NAIC	P
	66	Separate Accounts .PDF Filing	xxx	EO	xxx	3/1	NAIC	P
	67	Supplemental Electronic Filing	xxx	EO	xxx	4/1	NAIC	P
	68	Supplemental .PDF Filing	xxx	EO	xxx	4/1	NAIC	P
	69	Quarterly Statement Electronic Filing	xxx	EO	xxx	5/15, 8/15, 11/15	NAIC	P
	70	Quarterly .PDF Filing	xxx	EO	xxx	5/15, 8/15, 11/15	NAIC	P
	71	June .PDF Filing	xxx	EO	xxx	6/1	NAIC	P
		<b>IV. AUDIT/INTERNAL CONTROL RELATED REPORTS</b>						
	81	Accountants Letter of Qualifications	2	EO	N/A	6/1	Company	A,B,E,F,J,P
	82	Audited Financial Reports	2	EO	xxx	6/1	Company	A,B,E,F,J,P
	83	Audited Financial Reports Exemption Affidavit	<b>See Line 96</b>	N/A	N/A		Company	
	84	Communication of Internal Control Related Matters Noted in Audit	2	EO	N/A	8/1	Company	A,B,E,F,J
	85	Independent CPA (change)	<b>See Line 94</b>	N/A	N/A		Company	
	86	Management's Report of Internal Control Over Financial Reporting	2	N/A	N/A	8/1	Company	A,B,E,F,J
	87	Notification of Adverse Financial Condition	2	N/A	1	<b>Within 5 days of receipt from CPA</b>	Company	A,B,E,F
	88	Relief from the five-year rotation requirement for lead audit partner	1	EO	N/A	3/1	Company	A,B,E,J
	89	Relief from the one-year cooling off period for independent CPA	1	EO	N/A	3/1	Company	A,B,E,J
	90	Relief from the Requirements for Audit Committees	1	EO	N/A	3/1	Company	A,B,E,J
	91	Request for Exemption to File Management's Report of Internal Controls over Financial Reporting	<b>See Line 96</b>	N/A	N/A		Company	
	92	Designation of Audit Committee	1	N/A	N/A	5/21	Company	A,B,E,J
	93	Request for Extension to File Annual Audited Financial Report	1	N/A	N/A	5/21	Company	A,B,E,J

(1) Check list	(2) Line #	(3) REQUIRED FILINGS FOR THE ABOVE STATE	(4) NUMBER OF COPIES*			(5) DUE DATE	(6) FORM SOURCE **	(7) APPLICABLE NOTES
			Domestic		Foreign			
			State	NAIC	State			
	94	CPA Designation Letter	1	N/A	N/A	10/1	Company	A,B,E,J
	95	Accountant Awareness Letter	1	N/A	N/A	10/1	Company	A,B,E,J
	96	Request for Exemption to File	1	N/A	N/A	10/1	Company	A,B,E,J
		<b>V. STATE REQUIRED FILINGS</b>						
	101	Corporate Governance Annual Disclosure***	1	0	N/A	6/1	Company	A,B,E,G
	102	Forms B and C - Holding Company Registration Statement	1	0	N/A	4/1	Company	A,B,E,G,J
	103	Form F - Enterprise Risk Report****	1	0	N/A	4/1	Company	A,B,E,G,J
	104	ORSA*****	1	0	N/A	<b>No later than 12/31</b>	Company	A,B,E,G
	105	Premium Tax	1	0	1	3/15	State	A,D
	106	State Filing Fees	See Line 110	0	See Line 110		State	
	107	Signed Jurat	3	0	xxx		NAIC	H,L
	108	Group Capital Calculation*****	0	0	N/A		Company	
	109	Advertising Certificate of Compliance for Health pursuant to 11 NCAC 12.0534 and Life pursuant to 11 NCAC 12.0431	2	0	EO	3/1	Company	Q
	110	License Update Form and Fee Schedule	1	0	1	3/1	State	A,B,C,E
	111	Printed State Page Exhibit	2	0	xxx	3/1	NAIC	A,B,E,J,K,M,P
	112	Management Agreement Supplement (G.S.§58-34-10(d))	2	0	0	3/1	State	A,B,E,J
	113	Pledged Asset Supplement (G.S. § 58-13-25(b))	2	0	0	3/1, 5/15, 8/15, 11/15	State	A,B,E,G,J

\*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.

\*\*\* Effective July 1, 2019, North Carolina adopted the NAIC Corporate Governance Annual Disclosure Model Act, an annual disclosure is required of all insurers or insurance groups by June 1. The Corporate Governance Annual Disclosure is a state filing only and should **NOT** be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state if filed at the insurance group level. For more information on lead states, see the following NAIC URL: [http://www.naic.org/public\\_lead\\_state\\_report.htm](http://www.naic.org/public_lead_state_report.htm).

**NOTE: A copy of the group level Corporate Governance Annual Disclosure is to be filed with North Carolina.**

\*\*\*\* Effective July 1, 2015, North Carolina adopted the NAIC updated Holding Company Model Act, a Form F filing 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. Note however that this filing is intended to be submitted to the lead state. For more information on lead states, see the following NAIC URL: [http://www.naic.org/public\\_lead\\_state\\_report.htm](http://www.naic.org/public_lead_state_report.htm).

\*\*\*\*\* Effective July 1, 2017, North Carolina adopted the NAIC updated Risk Management and Own Risk and Solvency Assessment Model Act, a summary report is required annually by insurers and insurance groups above a specified premium threshold. Consistent with the Form B filing requirements, the ORSA Summary Report is a state filing only and should **not** be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state if filed at the insurance group level. For more information on lead states, see the following NAIC URL: [http://www.naic.org/public\\_lead\\_state\\_report.htm](http://www.naic.org/public_lead_state_report.htm).

\*\*\*\*\* For those states that have adopted the NAIC updated Holding Company Model Act, a Group Capital Calculation is required annually by holding company groups. Consistent with Form B filing requirements, the Group Capital Calculation is a state filing only and should **NOT** be submitted by the company to the NAIC. Note, however, that this filing is intended to be submitted to the lead state. For more information on lead states, see the following NAIC URL: [http://www.naic.org/public\\_lead\\_state\\_report.htm](http://www.naic.org/public_lead_state_report.htm).

**NOTE: North Carolina has not yet adopted the NAIC updated Holding Company Model Act to require a Group Capital Calculation.**

<b>NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)</b>	
A	Required Filings Contact Person:
	<p><b><u>LICENSE UPDATE FORM AND FEE SCHEDULE, AND ANNUAL LICENSE CONTINUATION FEES:</u></b>  Ms. Jessica Murray (919) 807-6632  <a href="mailto:financialanalysis submissions@ncdoi.gov">financialanalysis submissions@ncdoi.gov</a></p> <p><b><u>DOMESTIC AND FOREIGN COMPANY FILINGS:</u></b>  Ms. Jessica Murray (919) 807-6632  <a href="mailto:financialanalysis submissions@ncdoi.gov">financialanalysis submissions@ncdoi.gov</a></p> <p><b><u>DOMESTIC AUDITED FINANCIAL STATEMENTS AND RELATED SUPPLEMENTAL FILINGS:</u></b>  Mr. Scott Wicker (919) 807-6142  <a href="mailto:financialanalysis submissions@ncdoi.gov">financialanalysis submissions@ncdoi.gov</a></p> <p><b><u>PREMIUM TAX FILINGS:</u></b>  North Carolina Department of Revenue  1-877-308-9103</p>
B	Mailing Address:
	<p><b><u>ALL FILINGS (with the exception of RAAIS for FOREIGN INSURERS - See Note O):</u></b></p> <p><b>For U. S. Postal Delivery</b>  North Carolina Department of Insurance  Company Services Group  Financial Analysis Section  1203 Mail Service Center  Raleigh, NC 27699-1203</p> <p><b>For Other Than U. S. Postal Delivery</b>  North Carolina Department of Insurance  Company Services Group  Financial Analysis Section  3200 Beechleaf Court  Raleigh, NC 27604</p>
C	Mailing Address for Filing Fees:
	<p><b><u>ANNUAL LICENSE CONTINUATION FEES:</u></b> Detailed for your reference at the bottom of the <b>License Update Form and Fee Schedule</b>.</p> <p><b><u>ELECTRONIC PAYMENTS:</u></b> The Department prefers for fees to be paid electronically. For information regarding electronic payment options see:  <a href="https://www.ncdoi.gov/insurance-industry/financial-analysis/license-update-form-and-renewal-applications">https://www.ncdoi.gov/insurance-industry/financial-analysis/license-update-form-and-renewal-applications</a></p> <p><b><u>CHECKS FOR FEES:</u></b> If not paying electronically, checks must include the following information on the check stub: (1) NAIC Company Code and (2) Company Name if different than the payor on the check. If a check is for more than one company, the check stub must include the above information for <b><u>EACH</u></b> company.</p> <p><b>Checks for fees should be sent under separate cover along with the License Update Form and Fee Schedule to the attention of Ms. Jessica Murray at:</b></p> <p><b>For U. S. Postal Delivery</b>  North Carolina Department of Insurance  Company Services Group  Financial Analysis Section  1203 Mail Service Center  Raleigh, NC 27699-1203</p>

		<p><b>For Other than U.S. Postal Delivery</b>  North Carolina Department of Insurance  Company Services Group  Financial Analysis Section  3200 Beechleaf Court  Raleigh, NC 27604</p>
D	Mailing Address for Premium Tax Payments:	<p><b>For U. S. Postal Delivery</b>  North Carolina Department of Revenue  Insurance Premium Tax Unit  P. O. Box 25000  Raleigh, NC 27640-0300</p> <p><b>For Other than U.S. Postal Service Delivery</b>  North Carolina Department of Revenue  Insurance Premium Tax Unit  501 North Wilmington Street  Raleigh, NC 27604</p>
E	Delivery Instructions:	<p>All filings must be <b>RECEIVED</b> at the appropriate address provided in <b>Note B</b> no later than the indicated due date.</p> <p>If the due date falls on a weekend or holiday, then the deadline is extended to the next business day.</p> <p>Hand deliveries are <b>NOT</b> accepted.</p> <p><b>Electronic filings will NOT be accepted by the Department in 2024.</b></p>
F	Late Filings:	Penalties under <b>G.S. 58-2-70</b> may apply.
G	Original Signatures:	<p><b><u>DOMESTIC COMPANIES:</u></b>  Original signatures are required on <b>all</b> filings.</p> <p><b><u>FOREIGN COMPANIES:</u></b>  Follow NAIC Annual Statement Instructions.</p>
H	Signature/Notarization/Certification:	<p><b><u>DOMESTIC COMPANIES:</u></b>  The following officers are required to sign the annual and quarterly statements: <b>President, CEO, or COO; Secretary; and Treasurer or CFO.</b></p> <p><b>All</b> signatures must be notarized and corporate seal, if any, affixed.</p> <p><b><u>FOREIGN COMPANIES:</u></b>  Follow NAIC Annual Statement Instructions.</p>
I	Amended Filings:	<p><b><u>DOMESTIC COMPANIES:</u></b>  A properly executed Jurat page must accompany any amended pages, which must be filed <b>within 10 days</b> of the amendment.</p> <p>Copies of <b>all</b> amendments must also be filed with the NAIC and all states in which the insurer is licensed.</p> <p>The Jurat page accompanying the amended filing must include the amendment number, the amendment date, and the number of pages amended.</p> <p><b><u>FOREIGN COMPANIES ONLY:</u></b>  <b>All</b> amended annual and/or quarterly statement pages should be filed electronically with the NAIC in accordance with the NAIC Financial Data Repository guidelines.</p>

J	Exceptions from normal filings:	<p>Requests for exemptions or extensions must be submitted in writing <b>at least 10 days prior</b> to the indicated due date.</p> <p>For additional filing instructions regarding audited financial statements and supplements, refer to:</p> <p><b><u><a href="https://www.ncdoi.gov/insurance-industry/financial-analysis/annual-financial-reporting-law">https://www.ncdoi.gov/insurance-industry/financial-analysis/annual-financial-reporting-law</a></u></b></p>
K	Bar Codes (State or NAIC):	Follow NAIC Annual Statement Instructions
L	Signed Jurat:	<p><b><u>DOMESTIC COMPANIES:</u></b> Annual and quarterly statements are required to be filed in hardcopy. A properly executed Jurat Page must accompany the hardcopy filings.</p> <p><b><u>FOREIGN COMPANIES:</u></b> Hardcopy statements are <b>NOT</b> required to be filed for the 2023 annual statement and the 2024 quarterly statements.</p> <p><b>All</b> electronic filings should only be submitted to the NAIC in accordance with the NAIC Financial Data Repository guidelines.</p>
M	“NONE” Filings:	Follow NAIC Annual Statement Instructions.
N	Filings new, discontinued or modified materially since last year:	<p><b>Revised - Line 13</b> - Health Care Receivables Supplement renamed as “Health Supplement”.</p> <p><b>New - Line 17</b> - Market Conduct Annual Statement Premium Exhibit for Year.</p> <p><b>Revised - Line 23</b> - Part 3 deleted.</p> <p><b>New - Line 54</b> - Actuarial Memorandum</p> <p><b>No longer required</b> - Supplemental Health Care Exhibit’s Allocation Report</p>
O	Regulatory Asset Adequacy Issues Summary (“RAAIS”):	<p><b><u>DOMESTIC COMPANIES:</u></b> The RAAIS is a <b>confidential</b> document, which is to be submitted in accordance with <b>Note B</b> above.</p> <p><b><u>FOREIGN COMPANIES:</u></b> The RAAIS is a <b>confidential</b> document and, if required, should be sent under separate cover or e-mail to Mr. David Yetter at:</p> <p><u>David.Yetter@ncdoi.gov</u></p> <p><b>For U. S. Postal Delivery</b> North Carolina Department of Insurance Actuarial Services Division 1201 Mail Service Center Raleigh, NC 27699-1201</p> <p><b>For Other than U.S. Postal Delivery</b> North Carolina Department of Insurance Actuarial Services Division 3200 Beechleaf Court Raleigh, NC 27604</p>
P	Statements/Electronic Filings:	<p><b><u>DOMESTIC COMPANIES:</u></b> Hardcopy annual and quarterly statements are required to be filed with the Department.</p>

		<p>All electronic filings should only be submitted to the NAIC.</p> <p><b><u>FOREIGN COMPANIES:</u></b>  Hardcopy statements are <b>NOT</b> required to be filed for the 2023 annual statement and the 2024 quarterly statements.</p> <p>All electronic filings should only be submitted to the NAIC in accordance with the NAIC Financial Data Repository guidelines.</p>
Q	Advertising Certificate of Compliance for Health and Life	<p><b><u>DOMESTIC COMPANIES:</u></b>  Hard copy required. See Note B for mailing address.</p> <p><b><u>FOREIGN COMPANIES:</u></b>  Submit electronically to the following address:</p> <p><a href="mailto:financialanalysisubmissions@ncdoi.gov">financialanalysisubmissions@ncdoi.gov</a></p>

**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 annual statement data, detail for investment schedules and supplements due March 1.

The *Risk-Based Capital Electronic Filing* includes all risk-based capital data.

The *Risk-Based Capital .PDF Filing* is the .pdf file for risk-based capital data.

The *Separate Accounts Electronic Filing* includes the separate accounts annual statement and investment schedule detail.

The *Separate Accounts .PDF Filing* is the .pdf file for the separate accounts annual statement and all investment schedule detail.

The *Supplemental Electronic Filing* includes all supplements due April 1, per the *Annual Statement Instructions*.

The *Supplement .PDF Filing* is the .pdf file for all supplemental schedules and exhibits 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 (EX) 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 (EX) 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. 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.