

Special Instructions for Submitting the NC Small Group Annual Actuarial Certification

VIA SERFF - PREFERRED

In addition to the normal instructions for submission via SERFF which can be found in SERFF itself, please note the following:

Filing Type

Small Employer Group Annual Actuarial Certification

Company Type	TOI	Sub-TOI
Accident and Health Insurer OR Medical Service Corporation	H16G	H16G.003G
HMO	HOrg02G	HOrg02G.004E

PPACA

Not-PPACA Related

Overall Rate Impact

0.00%

Market Type

Group

Group Market Size

Small

Group Market Type

Employer

Add Rate Data? (Will be found on the Rate/Rule Schedule)

No

Note the data point above may NOT be displayed; if it is, answer “No.”

Supporting Documentation

Place the cover letter (if applicable) and the Actuarial Certification here.

Please include in your documentation the name, email address, postal address and phone number of the Actuary who has signed the certification.

VIA NC NoPAPER (i.e., email)

All documents submitted should be submitted in an Adobe 9.0 or earlier version (PDF). Attach all components of the filing (cover letter and actuarial certification) to an e-mail message and address to L&Hinbox@ncdoi.gov .

Note that Life & Health does not accept multi company filings under a single email submission. Each company must file separately in its own name.

Complete the body of your Email in this order:

Company Name

- Purpose of Filing: Small Group Actuarial Certification for Reporting Year “X”
- Filing Type: Small Employer Group Annual Actuarial Certification
- TOI/Sub-TOI – See SERFF Instructions above
- Filer’s Name and E-mail Address
- Label and Attach PDF Documents to Your Email as Follows:
 - o Transmittal Header or Cover Letter (if applicable)
 - o Actuarial Certification

- **Please include in your documentation the name, email address, postal address and phone number of the Actuary who has signed the certification.**

VIA Mail

Send filing to:
Rosemary C Gillespie
Life & Health Division/NCDOI
1201 Mail Service Center
Raleigh, NC 27699

Include the following in your submission:

- Company Name
 - Purpose of Filing: Small Group Actuarial Certification for Reporting Year “X”
 - Filing Type: Small Employer Group Annual Actuarial Certification
 - TOI/Sub-TOI – See SERFF Instructions above
 - Filer’s Name and E-mail Address
 - Attach the Actuarial Certification
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- **Please include in your documentation the name, email address, postal address and phone number of the Actuary who has signed the certification.**