

PROPERTY & CASUALTY INSURERS

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

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

REQUIRED FILINGS IN THE STATE OF: Illinois Filings Made During the Year 2021

**Covid 19 Pandemic Special Instructions:**

Due to the Covid 19 Pandemic much of the Illinois Department of Insurance is working remotely and visits to the facilities are restricted to essential personnel only. Until further notice, filings that are required to be mailed to the Department should also be submitted electronically to the company’s state assigned financial analyst. If the company is not sure who their assigned analyst is, please contact Melinda Lucht @ [Mindy.lucht@illinois.gov](mailto:Mindy.lucht@illinois.gov) .

Please refer to Company Bulletin CB 2020-06 found on the Illinois Department of Insurance website for further information.

**Note A - Required Filings Contact Persons**

Actuarial Opinions/Summaries	Judy Mottar	Judy.p.mottar@illinois.gov
Amended Filings	Melinda Lucht	Mindy.Lucht@illinois.gov
Audited Financial Statements	Debra Bradshaw	Debra.Bradshaw@illinois.gov
Financial Regulation Fee	Tax Unit	Doug.Hollis@illinois.gov
Financial Statements	Melinda Lucht	Mindy.Lucht@illinois.gov
Holding Company Filings	Karla Davis	Karla.davis@illinois.gov
Mortgage Guaranty Filings	Eric Moser	Eric.moser@illinois.gov
Privilege & Retaliatory Tax/Invoices	Tax Unit	Doug.Hollis@illinois.gov
Risk-Based Capital	Melinda Lucht	Mindy.Lucht@illinois.gov

**Note B - Mailing Address**

Illinois Department of Insurance  
P/C Financial Analysis Unit  
320 West Washington Street  
Springfield, IL 62767-0001

Certificates of Compliance and Deposit should be mailed to the attention of Amy Trader

**Note C - Mailing Address for Filing Fees**

Annual Statement Filing Fee (domestics only) \$200  
Certificate of Authority Renewal Fee (foreign, alien) \$400  
Mail to IL Department of Insurance  
Tax Unit  
P.O. Box 7087  
Springfield, IL 62791

Form B Filing Fee \$200  
Mail to address listed in Note B

**Note D - Mailing Address for Privilege & Retaliatory Tax Payments and Fire Marshal Tax Return**

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Tax Unit  
P.O. Box 7087  
Springfield, IL 62791

**Note E - Delivery Instructions**

All filings must be postmarked no later than the indicated due date. The official filing date is the U.S. Postal date stamp. If the due date falls on a weekend or holiday, then the deadline is extended to the next business day.

**Note F - Late Filings**

Companies will be fined a penalty of up to \$1,000 per day for a late or incomplete filing. Annual Statement filings may be considered incomplete if only one statement is received or if Risk-Based Capital information is not included on page 17, lines 28 and 29 (yellow blank) or page 29, lines 14 and 15 (orange blank).

Companies are subject to Privilege and Retaliatory Tax penalties per 215 ILCS 5/412.

**Note G - Original Signatures**

Original signatures are required on all filings from domestic companies. Electronic signatures are allowed for the Actuarial Opinion and Actuarial Opinion Summary filings. Actuarial Opinions filed electronically with the NAIC must be signed.

**Note H - Signature/Notarization/Certification**

The Annual Statement shall be verified by oaths of the President and Secretary of the company or, in their absence, by two other principal officers. The Annual Statement of an alien company shall be verified by oaths of its residential manager or principal representative in this state.

**Note I - Amended Filings**

SSAP 3, paragraph 10 of the NAIC Accounting Practices and Procedures Manual states that corrections of errors in previously issued financial statements shall be reported as adjustments to unassigned funds in the period an error is detected. In addition, **this paragraph directs the company to obtain approval of the domiciliary regulator before filing an amendment to the financial statements.**

For domestic companies, if approval is given by the Illinois Department of Insurance to make an amendment, the amendment must be submitted simultaneously to the Illinois Department of Insurance, the NAIC, and all other states in which the company is licensed. The submission of

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an amendment must include an appropriately signed jurat page. Please note for domestic companies, a fine may result if there is an amendment submitted without prior approval.

**Note J - Exceptions From Normal Filings**

The request for an exemption or extension must be submitted in writing not less than ten days prior to the due date in sufficient detail to permit the Director to make an informed decision with respect to the request.

The request for an exemption from filing a Statement of Actuarial Opinion must be submitted in accordance with NAIC P/C Annual Statement Instructions. If granted an exemption from filing a Statement of Actuarial Opinion, then the exemption also applies to the Actuarial Opinion Summary.

**Note K - Bar Codes (State or NAIC)**

Not applicable

**Note L – Jurat Page**

See NAIC's Annual Statement Instructions.

**Note M - NONE Filings**

See NAIC Annual Statement Instructions. Exceptions to these instructions are noted on the form.

**Note N – Filings new, discontinued or modified materially since last year**

**New**

Life, Health & Annuity Guaranty Assessment Base Reconciliation Exhibit

Life, Health & Annuity Guaranty Assessment Base Reconciliation Exhibit Adjustment Form

Schedule A is to be prepared by the company on an annual basis and held by the company.

Schedule A is to be made available to the Department of Insurance upon request.

**Discontinued**

None

**Note O - Form Source NAIC**

The company must obtain the forms from the appropriate vendor.

**Note P - Form Source STATE**

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The state will provide the forms with the filing instructions. The Fire Marshal Tax Return can be found at: <http://insurance.illinois.gov/Company/CompanyMain.html>

After clicking the link, select Tax Forms, then Fire Marshal Tax Return

**Note Q - Form Source 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*.

**Note R - Required filings of the Department.**

Quarterly financial statements and Risk-Based Capital Reports are required filings for all domestic companies. Certified reports of examination are only required to be filed by foreign companies when the most recent exam was not previously filed with the Department of Insurance. The reports must have the original certification from the domestic state. The Mortgage Guaranty Supplement is only required to be submitted by companies that write mortgage guaranty premium only.

Supplemental Compensation Exhibit – Complete Part 1-3. In Part 3, make sure to include state of residency. If no compensation is paid, zeros should be used not blank spaces.

Actuarial Opinion Summary – Submit electronically to DOI.PCActExam@illinois.gov.

**Note S - Annual Form C and Form F Filings**

The Form C must contain text that describes each transaction that took place since the prior year Form B was filed. It is not sufficient to reference amendments that were previously filed with the Department of Insurance.

The Form F Filing is only required from those companies for which Illinois is the lead state. Please refer to 215 ILCS 5/131.14b and Company Bulletin 2015-04 for further information.

**Note T - Risk-Based Capital**

If the amounts reported in the Annual Statement have been calculated using modifications to the NAIC instructions, the annual statement must be accompanied by a cover letter stating what the Total Adjusted Capital and Authorized Control Level would be without those modifications.

**All Risk-Based Capital Reports must be bound or stapled (binder clips are unacceptable).**

**Note U - Management Discussion and Analysis**

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If the Management Discussion and Analysis is consolidated, a separate copy must be provided for each company along with a cover letter that details any specific individual company information.

**Note V - Annual Statement Filings**

All Annual Statements must be BOUND on the side and DUPLEXED with appropriate covers or the filing will be deemed incomplete and the company will be fined accordingly for filing an incomplete and late annual statement. Foreign companies, other than aliens, are no longer required to file a hard copy of the annual statement.

**Note W - CPA Audit Filings**

All Domestic CPA audits are due on June 1. Foreign CPA audits are no longer required by the Illinois Department of Insurance.

Permission to file a consolidated audited statement is granted on a permanent basis. Future requests are not necessary unless the companies in the consolidation change.

**Note X - Illinois Business Page**

Two copies of the Exhibit of (IL) Premiums and Losses, page 19 of the Annual Statement must be filed with the Department for all Illinois domiciled companies.

Those companies that file on the Health Blank (Orange) must complete the Exhibit of (IL) Premiums and Losses page in the format of the Property and Casualty Blank (yellow) for all the indemnity business to be submitted with the annual statement.

**Note Y – Insurance Expense Exhibit**

Companies writing Workers' Compensation and/or Employers' liability should also forward one copy of the Insurance Expense Exhibit to the National Council on Compensation Insurance, 901 Peninsula Corporate Circle, Boca Raton, FL 33487.

**Note Z – Foreign and Alien Accredited Reinsurers**

**Foreign** Accredited Reinsurers must file an electronic copy of the annual statement and audited financial report with the NAIC. The following supplements are not required:

Statement of Actuarial Opinion  
Certificate of Compliance  
Certificate of Deposit  
Privilege and Retaliatory Tax

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Privilege and Retaliatory Tax-Quarterly Estimate

**Alien** Accredited Reinsurers should file the following documents:

Item	Due Date	Law or Rule reference
Trustee's statement & list of securities	February 28	215 ILCS 5/173.1(1)(C)(2)(c)
NAIC annual statement	March 1	215 ILCS 5/173.1(1)(C)(1)
Statement of Actuarial Opinion	March 1	215 ILCS 5/136(4)
Annual audited financial statement	June 1	215 ILCS 5/173.1(1)(B)(4)
Quarterly NAIC financial statement	May, August and Nov 15	215 ILCS 5/173.1(1)(C)(1)
Quarterly list of IL companies reinsured	May, August and Nov 15	50 Ill. Adm. Code 1104