

HEALTH ENTITIES

COMPANY NAME: _____ NAIC Company Code: _____

Contact: _____ Telephone: _____

REQUIRED FILINGS IN THE STATE OF: North Carolina Filings Made During the Year 2020

(1) Checklist	(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			
I. NAIC FINANCIAL STATEMENTS								
	1	Annual Statement (8 ½"X14")	3	EO	xxx	3/1	NAIC	A,B,E,F,G,H,I,J,K,L, M,O,P,R
	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,O
	2	Quarterly Financial Statement (8 ½" x 14")	2	EO	xxx	5/15,8/15,11/15	NAIC	A,B,E,F,G,H,I,J,K,L, M,O, R
II. NAIC SUPPLEMENTS								
	11	Accident & Health Policy Experience Exhibit	2	EO	xxx	4/1	NAIC	A,B,E,F,J,K,M,O
	12	Statement of Actuarial Opinion	3	EO	xxx	3/1	Company	A,B,E,F,G,J,K,O,Q
	13	Life Supplemental Data due March 1	2	EO	xxx	3/1	NAIC	A,B,E,F,J,K,M,O
	14	Life Supplemental Data due April 1	2	EO	xxx	4/1	NAIC	A,B,E,F,J,K,M,O
	15	Life Supplement Statement non-guaranteed elements – Exhibit 5, Int. #3	2	EO	xxx	3/1	Company	A,B,E,F,J,K,M,O
	16	Life Supplement Statement on par/non-par policies – Exhibit 5, Int. 1&2	2	EO	xxx	3/1	Company	A,B,E,F,J,K,M,O
	17	Life, Health & Annuity Guaranty Assessment Base Reconciliation Exhibit	2	EO	xxx	4/1	NAIC	A,B,E,F,J,K,M,O
	18	Life, Health & Annuity Guaranty Assessment Base Reconciliation Exhibit Adjustment Form	2	EO	xxx	4/1	NAIC	A,B,E,F,J,K,M,O
	19	Long-Term Care Experience Reporting Forms	2	EO	xxx	4/1	NAIC	A,B,E,F,J,K,M,O
	20	Management Discussion & Analysis	2	EO	xxx	4/1	Company	A,B,E,F,J,K,O
	21	Medicare Part D Coverage Supplement	2	EO	xxx	3/1,5/15,8/15,11/15	NAIC	A,B,E,F,J,K,M,O
	22	Medicare Supplement Insurance Experience Exhibit	2	EO	xxx	3/1	NAIC	A,B,E,F,J,K,M,O
	23	Risk-Based Capital Report	1	EO	xxx	3/1	NAIC	A,B,E,F,G,J,K,O
	24	Schedule SIS	2	N/A	N/A	3/1	NAIC	A,B,E,F,J,K,M,
	25	Supplemental Compensation Exhibit	2	N/A	N/A	3/1	NAIC	A,B,E,F,J,K,M,O
	26	Supplemental Health Care Exhibit (Parts 1, 2 and 3)	2	EO		4/1	NAIC	A,B,E,F,J,K,M,O
	27	Supplemental Health Care Exhibit's Allocation Report	2	EO		4/1	NAIC	A,B,E,F,J,K,M,O
	28	Supplemental Investment Risk Interrogatories	2	EO		4/1	NAIC	A,B,E,F,J,K,M,O
III. ELECTRONIC FILING REQUIREMENTS								
	61	Annual Statement Electronic Filing	xxx	EO	xxx	3/1	NAIC	o
	62	March .PDF Filing	xxx	EO	xxx	3/1	NAIC	o
	63	Risk-Based Capital Electronic Filing	xxx	EO	N/A	3/1	NAIC	o
	64	Risk-Based Capital .PDF Filing	xxx	EO	N/A	3/1	NAIC	o
	65	Supplemental Electronic Filing	xxx	EO	xxx	4/1	NAIC	o
	66	Supplemental PDF Filing	xxx	EO	xxx	4/1	NAIC	o
	67	Quarterly Statement Electronic Filing	xxx	EO	xxx	5/15,8/15,11/15	NAIC	o
	68	Quarterly .PDF Filing	xxx	EO	xxx	5/15,8/15,11/15	NAIC	o
	69	June .PDF Filing	xxx	EO	xxx	6/1	NAIC	o
IV. AUDIT/INTERNAL CONTROL RELATED REPORTS								
	81	Accountants Letter of Qualifications	2	EO	N/A	6/1	Company	A,B,E,F,J,O
	82	Audited Financial Reports	2	EO	xxx	6/1	Company	A,B,E,F,J,O
	83	Audited Financial Reports Exemption Affidavit	See Line 96	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)	See Line 94	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	Within 5 days of receipt from CPA	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 Control Over Financial Reporting	N/A	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
	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 an Exemption to File	1	N/A	N/A	10/1	Company	A,B,E,J
V. STATE REQUIRED FILINGS								
	101	Certificate of Compliance	0	0	0	3/1	State	N
	102	Certificate of Deposit	0	0	0	3/1	State	N
	103	Corporate Governance Annual Disclosure***	1	N/A	N/A	6/1	Company	N
	104	Filings Checklist (with Column 1 completed)	0	N/A	xxx	As required	State	A,B
	105	Forms B and C - Holding Company Registration Statement	1	N/A	xxx	4/1	Company	A,B,E,G,J
	106	Form F – Enterprise Risk Report ****	1	N/A	xxx	4/1	Company	A,B,E,G,J
	107	ORSA*****	1	N/A	N/A	No later than 12/31	Company	
	108	Premium Tax	1	N/A	1	3/15	State	A,D
	109	State Filing Fees	See Line 112	0	See Line 112		State	
	110	Signed Jurat	3	N/A	xxx		NAIC	H,L
	111	Advertising Certificate of Compliance (11 NCAC 12.0534)	2	N/A	1	3/1	Company	A,B,E,G
	112	License Update Form and Fee Schedule	1	N/A	1	3/1	State	A,B,C,E,F,G
	113	Management Agreement Supplement (G.S.58-34-10(d)) (excluding HMOs and PHPs)	2	N/A	xxx	3/1	State	A,B,E,G
	114	Pledged Asset Supplement (G.S.58-13-25(b))	2	N/A	xxx	3/1,5/15,8/15,11/15	State	A,B,E,G,J
	115	Certificate of Valuation	0	N/A	xxx	3/1	State	N
	116	HMO Line of Business Supplement	2	N/A	xxx	3/1,5/15,8/15,11/15	State	A,B,E,R
	117	PHP Line of Business Supplement	2	N/A	xxx	3/1,5/15,8/15,11/15	State	A,B,E,R

*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.

**** Effective July 1, 2015, North Carolina adopted the NAIC updated Holding Company Model Act, a Form F 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.

***** 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

NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)		
A	Required Filings Contact Person:	<p><u>LICENSE UPDATE FORM AND FEE SCHEDULE, AND ANNUAL LICENSE CONTINUATION FEES:</u> Ms. Sue Ann Webster (919) 807-6164 SueAnn.Webster@ncdoi.gov</p> <p><u>DOMESTIC AND FOREIGN COMPANY FILINGS:</u> Ms. Sue Ann Webster (919) 807-6164 SueAnn.Webster@ncdoi.gov</p> <p><u>DOMESTIC AUDITED FINANCIAL STATEMENTS AND RELATED SUPPLEMENTAL FILINGS:</u> Ms. Sue Ann Webster (919) 807-6164 SueAnn.Webster@ncdoi.gov</p> <p><u>PREMIUM TAX FILINGS:</u> NC Department of Revenue Ms. Latoya Parmele (919) 754-2600 Latoya.Parmele@ncdor.gov</p>
B	Mailing Address:	<p>For U. S. Postal Delivery North Carolina Department of Insurance Financial Analysis and Receivership Division Financial Analysis Section 1203 Mail Service Center Raleigh, NC 27699-1203</p> <p>For Other Than U. S. Postal Service Delivery North Carolina Department of Insurance Financial Analysis and Receivership Division Financial Analysis Section 325 North Salisbury Street Raleigh, NC 27603</p>
C	Mailing Address for Filing Fees:	<p><u>ANNUAL LICENSE CONTINUATION FEES:</u> Detailed for your reference at the bottom of the License Update Form and Fee Schedule.</p> <p>Checks for fees should be sent under separate cover along with the License Update Form and Fee Schedule to the attention of Ms. Sue Ann Webster at:</p> <p>For U. S. Postal Delivery North Carolina Department of Insurance Financial Analysis and Receivership Division Financial Analysis Section 1203 Mail Service Center Raleigh, NC 27699-1203</p> <p>For Other than US Postal Delivery North Carolina Department of Insurance Financial Analysis and Receivership Division Financial Analysis Section 325 North Salisbury Street Raleigh, NC 27603</p> <p><u>CHECKS FOR FEES:</u> Must include the following information on the check stub:</p> <p>(1) NAIC Company Code, and (2) Company Name if different than the payor on the check.</p> <p>If a check is for more than one company, the check stub must include the above information for <u>EACH</u> company.</p>

D	Mailing Address for Premium Tax Payments:	<p>For U. S. Postal Delivery Ms. Latoya Parmele North Carolina Department of Revenue Insurance Premium Tax Unit P. O. Box 25000 Raleigh, NC 27640-0300</p> <p>For Other than US Postal Service Delivery North Carolina Department of Revenue Insurance Premium Tax Unit 501 North Wilmington Street Raleigh, NC 27640</p>
E	Delivery Instructions:	<p>All filings must be RECEIVED at the appropriate address provided in Note B no later than the indicated due date. 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 NOT accepted.</p>
F	Late Filings:	Penalties under G.S. 58-2-70 may apply.
G	Original Signatures:	<p><u>DOMESTIC COMPANIES:</u> Original signatures are required on all filings.</p> <p><u>FOREIGN COMPANIES, including Foreign HMOs:</u> Follow NAIC Annual Statement Instructions.</p>
H	Signature/Notarization/Certification:	<p><u>DOMESTIC COMPANIES:</u> The following officers are required to sign the annual and quarterly statements: President, CEO, or COO; Secretary; and Treasurer or CFO.</p> <p>All signatures must be notarized and the corporate seal affixed.</p> <p><u>FOREIGN COMPANIES, including Foreign HMOs:</u> Follow NAIC Annual Statement Instructions.</p>
I	Amended Filings:	<p><u>DOMESTIC COMPANIES:</u> A properly executed Jurat page must accompany any amended pages, which must be filed within ten days of the amendment.</p> <p>Copies of all 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><u>FOREIGN COMPANIES, including Foreign HMOs:</u> All 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 at least 10 days prior to the indicated due date.</p> <p>For additional filing instructions regarding audited financial statements and supplements, refer to:</p>

			https://www.ncdoi.gov/insurance-industry/financial-analysis/annual-financial-reporting-law
K	Bar Codes (State or NAIC):		Follow NAIC Annual Statement Instructions.
L	Signed Jurat:		<p><u>DOMESTIC COMPANIES:</u> Annual and quarterly statements are required to be filed in hardcopy. A properly executed Jurat Page must accompany the hardcopy filings.</p> <p><u>FOREIGN COMPANIES:</u> Hardcopy statements are NOT required to be filed for the 2019 annual statement and the 2020 quarterly statements.</p> <p>All 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>New Filings: Corporate Governance Annual Disclosure (Line 103)</p> <p>Filings No Longer Required: Certificate of Compliance (Line 101) Certificate of Deposit (Line 102) Certificate of Valuation (Line 115)</p>
O	Statements/Electronic Filings:		<p><u>DOMESTIC COMPANIES:</u> Hardcopy annual and quarterly statements are required to be filed with the Department.</p> <p>All electronic filings should <u>only</u> be submitted to the NAIC.</p> <p><u>FOREIGN COMPANIES:</u> Hardcopy statements are NOT required to be filed for the 2019 annual statement and the 2020 quarterly statements.</p> <p>All electronic filings should only be submitted to the NAIC in accordance with the NAIC Financial Data Repository guidelines.</p>
P	Exhibit of Premiums, Enrollment and Utilization: (Page 29 for Annual Statement and page 7 for Quarterly Statement)		<p><u>DOMESTIC HMOs:</u> Must properly complete these schedules (annual and quarterly) for each jurisdiction in which the HMO has written direct business or has amounts paid, incurred, or unpaid for provisions of health care services, along with a grand total schedule.</p> <p><u>FOREIGN HMOs:</u> Must properly complete a North Carolina and grand total schedule.</p>
Q	Actuarial Opinion:		<p><u>DOMESTIC HMOs, DOMESTIC HEALTH ENTITIES and HMDIs:</u> Must submit one (1) original and two (2) copies of the actuarial opinion to the Department.</p>
R	HMO and PHP Line of Business:		<p><u>NON HMOs POSSESSING the HMO LINE OF AUTHORITY and/or PHP LINE OF AUTHORITY:</u></p> <p>Must prepare and attach to the <u>Annual Statement</u> the following information relative to this HMO and PHP line of authority:</p>

			<ul style="list-style-type: none"> • Pages 4, 7, 8, 9, 10, 11, 12, 13, 14, and 29 from the NAIC Health Annual Statement Blank <p>Quarterly Statement the following information relative to this HMO and PHP line of authority:</p> <ul style="list-style-type: none"> • Pages Q4 and Q7 from the NAIC Health Quarterly Statement Blank
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**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 ***Supplemental Electronic Filing*** includes all supplements due April 1, per the *Annual Statement Instructions*.

The ***Supplemental .PDF Filing*** is the .pdf file for all supplemental schedules and exhibits due April 1.

The ***Quarterly Electronic Filing*** includes the complete quarterly filing and the PDF files for all quarterly data.

The ***Quarterly .PDF Filing*** is the .pdf file 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 have chosen 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 (generally, on the state web site). 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.