

## INDIANA INSTRUCTIONS

12/31/2020

1. IDOI now has the capability of receiving the annual/quarterly statement filings electronically. Companies will submit required filings via the Document Submission Portal, but those filings that are visible with no upload option will need to be sent via email to the Financial Services address noted in the notes below. **Filings will not be generated and available for upload until Mid-January.**

Submissions made using the Document Submission Portal will automatically update the official filing record for your company maintained at the IDOI.

To gain access to the Document Submission Portal, you will need to enter the company's NAIC ID and eight digit numerical PIN that the IDOI assigned your company.

If you do not know your PIN, you will need to click on the "Need PIN?" link on the initial portal page. You will be provided with the Company's PIN Contact who knows the PIN. If no PIN Contact has been established, please send a request for PIN to the Financial Services email noted in the instructions.

2. Foreign Insurance Companies, **which includes HMOs, and LSHMOs** will file in accordance with checklist. There's no checklist for accredited reinsurers, therefore all filings required will be listed in the Document Submission Portal.
3. Pursuant to Indiana Code 27-1-3-13, annual and quarterly statements must be prepared in accordance with NAIC Annual Statement Instructions.
4. Changes to the 2019 Annual Statement as the result of correspondence with this Department, or due to the requirements of other Departments of which this Department has been notified, should be taken into consideration in preparing the 2020 Annual Statement.
5. Changes resulting from a Department Examination must be reflected in the Annual Statement.
6. Indiana stock companies must comply with Rules 11 & 12 (760 Indiana Administrative Code 1-11 & 760 IAC 1-12) issued in 1966.
7. Statement of Condition – Section 2 - Indiana Code 27-1-18-5:  
At the time of filing its annual statement, an alien or foreign company shall submit, on a form prescribed by the department, a condensed statement of its assets and liabilities as of December 31 of the preceding year. If the department, on examination of such statement, determines from information available to it that it is true and correct, it shall cause such statement to be published in a newspaper in this state selected by the department. In the event the department determines that the statement submitted by a company is inaccurate or incorrect, it shall, after giving the company notice to the proposed changes and an opportunity to be heard, certify the corrected statement and proceed with its publication as above provided. The company shall bear the expenses of the publication, but in no event shall an amount exceeding forty dollars (\$40) be charged for such publication. Any cost of publication that exceeds forty dollars (\$40) must be borne by the newspaper publishing the statement.

### 8. **General Instructions for Companies to Use Checklist**

**Please Note: Indiana's instructions for companies to file with the NAIC are included in this Checklist.**

#### **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.

Section III Electronic Filing Requirements

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 (E) 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 (EX4) Task Force. XXX appears in the "Number of Copies" "Foreign" column for the appropriate schedules and exhibits. **Indiana has chosen to waive printed quarterly and annual statements from their foreign insurers and to rely upon the NAIC database for these filings. The XXX in this column signifies Indiana 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.

8. Detailed filing instructions follow:

NOTES AND INSTRUCTIONS	
A	Blank Forms & Required Filings Contact Financial Services: Financial Services at: <a href="mailto:fnclsvcs@idoi.in.gov">fnclsvcs@idoi.in.gov</a>
B	Electronic Submission ( <b>excludes Indiana Fee and Retaliatory Fee Statement and Premium Tax Filings</b> ) Company Document Submission Portal link located at <a href="https://www.in.gov/idoi/2328.htm">https://www.in.gov/idoi/2328.htm</a> under the sections of “Filings” and “Resources” Financial Services inbox is <a href="mailto:fnclsvcs@idoi.in.gov">fnclsvcs@idoi.in.gov</a> for submission of documents not available for upload via the portal or exceeds the maximum file size of 10MB
C	Instructions for Indiana Fee and Retaliatory Fee Statement only: Companies: Due 3/1  Consolidated (Group): Due 5/1  Companies should electronically file the Indiana Fee and Retaliatory Fee Statements through OPTins at <a href="http://www.optins.org/getting_started.htm">http://www.optins.org/getting_started.htm</a> .  Contact Information for OPTins Marketing Team to setup and account if company doesn’t already have one:  <a href="mailto:optinsmktg@naic.org">optinsmktg@naic.org</a> or (816) 783-8787  IDOI Tax Auditor: Debra Graves at <a href="mailto:dgraves@idoi.in.gov">dgraves@idoi.in.gov</a>
D	Instructions for Premium Tax Filings & Payments: Annual due: 3/1 (title due 3/15) Quarterly due: 4/15, 6/15, 9/15, 12/15  Companies should electronically file quarterly and annual premium tax filings through OPTins at <a href="http://www.optins.org/getting_started.htm">http://www.optins.org/getting_started.htm</a>  Contact Information for OPTins Marketing Team to setup and account if company doesn’t already have one:  <a href="mailto:optinsmktg@naic.org">optinsmktg@naic.org</a> or (816) 783-8787  IDOI Tax Auditor: Debra Graves at <a href="mailto:dgraves@idoi.in.gov">dgraves@idoi.in.gov</a>
E	Delivery Instructions:  All filings must be received 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.
F	Late Filings:  Annual Statement: Per IC 27-1-20-21.2, a \$500 late fee may be assessed if the Annual Statement is not received in our office on or before the indicated due date (postmark date accepted). Premium Tax: The penalty for non-filing is \$100 per day. The interest penalty for late filing is 1% of the payment due for each month or part of a month. (Penalty based on received date not postmark date) Audited Financial: Per IC 27-1-3.5-16, a \$50 per day fee will be assessed if the Audited Financial Statements are not received by June 1.

G	Signature / Notarization / Certification	Electronic signatures and notarization is acceptable on Annual Statements, Quarterly Statements, Holding Company Registration Statement and Trusteed Surplus Statements. Statement shall be verified by the oaths of the president or a vice president and the secretary or an assistant secretary of the company, per IC 27-1-20-21& IC 27-13-8-1.
H	Amended Filings:	Amended items must be filed within 10 days of their amendment, along with an explanation of the amendments. Signature requirements for the original filing should be followed for any amendment.
I	Exceptions from normal filings:	<p>All exemption or extension requests for Actuarial Opinion or Consolidated Audited Financial filing must be submitted by December 1st. Per IC 27-1-3.5-6, extension request for an Audited Financial must be filed 10 days before the due date.</p> <p>Per IC 27-1-3.5-11 and IC 27-13-8-2(c), Notification of Adverse Financial Condition is due 5 business days after receipt of the accountant’s report. All requests for exemption or extension, and the notification of adverse financial condition must be sent to:</p> <p>Roy Eft, Chief Financial Examiner Indiana Department of Insurance 311 W. Washington St., Suite 103 Indianapolis, IN 46204-2787</p>
J	Bar Codes (State or NAIC)	Bar codes are no longer required since all filings will be submitted electronically.
K	NONE Filings:	File as “NA” if the form does not apply or as “NONE” if there is nothing to report.
L	Filings new, discontinued or modified materially since last year:	<p>Property</p> <ul style="list-style-type: none"> <li>• New Private Flood Insurance Exhibit (2020-15BWG)</li> </ul> <p>Life</p> <ul style="list-style-type: none"> <li>• Removal of supplements due to revisions made to the Valuation Manual: (2020-24BWG) <ul style="list-style-type: none"> <li>○ Actuarial Certification Related to Hedging required by Actuarial Guideline XLIII</li> <li>○ Actuarial Certification Related to Reserves required by Actuarial Guideline XLIII</li> <li>○ Financial Officer Certification Related to Clearly Defined Hedging Strategy required by Actuarial Guideline XLIII</li> <li>○ Management Certification that the Valuation Reflects Management’s Intent required by Actuarial Guideline XLIII</li> </ul> </li> <li>• Addition of supplements due to revisions made to the Valuation Manual: (2020-24BWG) <ul style="list-style-type: none"> <li>○ Executive Summary of the PBR Actuarial Report</li> <li>○ Life Summary of the PBR Actuarial Report</li> <li>○ Variable Annuities Summary of the PBR Actuarial Report</li> <li>○ PBR Actuarial Report (provide upon request)</li> </ul> </li> <li>• Renamed one supplement on checklist to avoid confusion with similarly named document: <ul style="list-style-type: none"> <li>○ <b>Request for</b> Life PBR Exemption (formerly Companywide Exemption)</li> </ul> </li> </ul> <p>All statement types (except Title) (2020-14BWG)</p> <ul style="list-style-type: none"> <li>• Revised Long-Term Care Reporting Forms</li> </ul> <p><u>Modified Form</u></p> <ul style="list-style-type: none"> <li>• <u>Annual Company Profile Questionnaire</u></li> </ul>

M	Blank State Forms:	<b>Go to</b> <a href="http://www.in.gov/idoi/2328.htm">http://www.in.gov/idoi/2328.htm</a> , Annual and Quarterly Statement Filing Instructions & Forms link on the left navigation list then select statement type under the Filing section
N	Blank NAIC Forms:	<a href="http://www.naic.org/industry_filing_participation_vendors.htm">http://www.naic.org/industry_filing_participation_vendors.htm</a>
O	Annual & Quarterly Statement and Form B & C preparation only contact:	Life & Health, Fraternal, HMO & LSHMO Amanda Denton at <a href="mailto:adenton@idoi.in.gov">adenton@idoi.in.gov</a>  P&C and Title Pam Walters at <a href="mailto:pwalters@idoi.in.gov">pwalters@idoi.in.gov</a>
P	Exemption/Designation	Please refer to IC 27-1-3.5-14 for exemption or IC 27-1-3.5-8 for designation.
Q	Mailing address for the Indiana Comprehensive Health Insurance Association Exhibit forms:	Send electronically to <a href="mailto:ICHIA supplement@sradvise.com">ICHIA supplement@sradvise.com</a> only if company has any remaining business in the state.  Contact for questions: Phone (317) 468-8781  <b>DO NOT SEND to IDOI</b>
R	Statement of Condition (Foreign Companies Only):	Prepare and upload via Document Submission Portal in Note B. Please note the contact information at the top of the form will be used by the newspaper to send the invoice to the company for publishing the statement of condition. <b>This filing is not applicable to foreign RRGs HMOs, LSHMOs or fraternal companies.</b>
S	Supplemental Report #2	Complete an additional Report #2 from the NAIC blank for POS business only.
T	RBC Exemptions	If HMO/LSHMO has less than 1) 1 million in premium, or 2) 1,000 members the Company may submit a written request for exemption from RBC filing requirement by 2/1/2020.  All requests for exemption must be sent to:  Roy Eft, Chief Financial Examiner Indiana Department of Insurance 311 W. Washington St., Suite 103 Indianapolis, IN 46204-2787
U	CPA Qualification Letter	Item #1 on the CPA Qualification Letter should reference Indiana State Board of Accountancy in accordance with IC 27-1-3.5-12.5(1).
V	Communication of Internal Control Related Matters Noted in Audit	Required by 760 IAC 1-78-10; insurer shall furnish written communication as to any unremediated material weaknesses in its internal control over financial reporting noted during the audit and provide a description of remedial actions taken or proposed to correct unremediated material weaknesses, if the actions are not described in the accountant's communication.
W	Regulatory Asset Adequacy Issues Summary	This summary is required by 760 IAC 1-57-9(e) for all companies licensed as life and fraternal companies. The requirements of the filing are described in 760 IAC 1-57-9(h). Domestic and foreign Companies please email to <a href="mailto:fnelsvcs@idoi.in.gov">fnelsvcs@idoi.in.gov</a> with NAIC #, and name of company on the subject line. In the body of the email please include a contact person, their email address and phone number. Please include summary as attachment to the email. The Department will not accept secure emails.

X	Actuarial Opinion Summary	Required for domestic P&C companies that file a P&C blank.
Y	Form F	A Form F is to be filed only with the Lead State Regulator of the holding company. Lead State Listing is located at <a href="http://www.naic.org/public_lead_state_report.htm">http://www.naic.org/public_lead_state_report.htm</a> .
Z	Annual Company Profile Questionnaire	When providing an updated profile response, please provide a red-line version showing changes from prior year. If first time filing, the questionnaire can be accessed on the IDOI website. This form has been modified for year-end 2020.
AA	Domestic Companies	Domestic companies must make a premium tax filing only if they elect to. Please refer to IC 27-1-18-2(b) for election filing requirements. The is not applicable to HMOs and LSHMOs as they pay corporate tax versus premium tax.
BB	Domestic and Foreign HMO & LSHMO	Only Domestic and Foreign HMOs & LSHMOs are required to file these specific items. Others mark as NONE or N/A
CC	Year-end bond amortization	<p>Must be filed by 2/15 for companies (including HMOs &amp; LSHMOs) maintaining a deposit with the IDOI. The instructions are located on the Department's website at <a href="http://www.in.gov/idoi/2443.htm">http://www.in.gov/idoi/2443.htm</a> .</p> <p>The Report of Securities must be received prior to the Department issuing year-end Certificates of Deposits.</p> <p>Please contact Britney Tate with any questions at 317-232-2383 or <a href="mailto:btate@idoi.in.gov">btate@idoi.in.gov</a> .</p>
DD	Health Care Exhibit Supplement Waiver	The waiver form and instructions are located on the Department's website at <a href="http://www.in.gov/idoi/2394.htm">http://www.in.gov/idoi/2394.htm</a> .
EE	ORSA	Required to be filed once a year. It is the Department's preference that ORSA be filed on or before September 1.
FF	Description of Grievance & Appeals	<p>Email your annual report by March 1 of each calendar year to <a href="mailto:compliance@idoi.in.gov">compliance@idoi.in.gov</a> with the subject line, "Grievance/Appeals Report."</p> <p>Please contact Rebecca Vaughan with any questions at (317) 232-2187 or <a href="mailto:rvaughan@idoi.IN.gov">rvaughan@idoi.IN.gov</a>.</p>
GG	Minimum Net Worth Calculation	Only applicable to domestic and foreign HMOs and LSHMOs