

# INDIANA MINE SUBSIDENCE INSURANCE FUND

## COMPANY INSTRUCTIONS

### REPORTING REQUIREMENTS

REPORTS REQUIRED ARE AS FOLLOWS:

	REPORT NAME	SUBMISSION METHOD	INTERVAL
1	PREMIUM AND POLICY SUMMARY REPORT (PDF)	ELECTRONICALLY – Submit payment using OPTins.	QUARTERLY
2	POLICY DETAIL (XLS)	ELECTRONICALLY (XLS FILE ONLY)	QUARTERLY
3	PAID LOSS DETAIL (XLS)	ELECTRONICALLY (XLS FILE ONLY)	SEMI-ANNUALLY

ALL REPORTS REQUIRED TO BE SUBMITTED ELECTRONICALLY TO [MINESUB@IDOI.IN.GOV](mailto:MINESUB@IDOI.IN.GOV)

### REPORTING DEADLINES

REPORTING RESPONSIBILITIES ARE DUE ON OR BEFORE LATE DATE SPECIFIED BELOW. THE PENALTY FOR LATE REPORTING OR LATE PAYMENT SHALL BE 1% OF THE AMOUNT DUE FOR EACH MONTH OR FRACTION OF MONTH THAT THE REPORT OR PAYMENT IS LATE. TO VERIFY THIS INFORMATION CHECK THE PLAN OF OPERATIONS.

#### QUARTERLY DEADLINES (SUBMIT QUARTERLY):

PERIOD ENDING...	LATE AFTER...	INCLUDE...
March 31	May 15	1 <sup>ST</sup> QUARTER DATA
June 30	August 15	2 <sup>ND</sup> QUARTER DATA
September 30	November 15	3 <sup>RD</sup> QUARTER DATA
December 31	February 15	4 <sup>TH</sup> QUARTER DATA

#### SEMI-ANNUAL DEADLINES (SUBMIT SEMIANNUALLY):

PERIOD ENDING...	LATE AFTER...	INCLUDE...
June 30	August 15	1 <sup>ST</sup> & 2 <sup>ND</sup> QUARTERS
December 31	February 15	3 <sup>RD</sup> & 4 <sup>TH</sup> QUARTERS

### DEPARTMENT MINE SUBSIDENCE CONTACTS

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