



OFFICE OF
INSURANCE COMMISSIONER

General Instructions for the Annual Report of Registered
Home Heating Fuel Service Contract Providers (HHF)

Electronic Filing

Complete your Annual Report online through our web portal. Our system sends you a confirmation of acceptance and you can access the documents that you file.

The Annual Report is due **on or before the first day of March**. If March 1st is on a weekend, the due date moves to the next business day. Failure to complete this Report as prescribed may subject the registrant to possible disciplinary action (which includes a fine).

Financial Responsibility

Gross Consideration Received is not just new sales; it also includes renewal of in-force contracts.

It is the Registrant's responsibility to ensure that it meets the Financial Responsibility requirements.

- **If the Funded Reserve Account is Deficient**, increase the Account to a Sufficient amount. Include with this Annual Report a copy of the bank account statement showing the new Sufficient balance or a deposit and new balance confirmation from the bank.
- **If the Financial Security Deposit is Deficient**, increase the Deposit to a Sufficient amount. Include with this Annual Report a copy of the bank account statement, surety bond or letter of credit showing the new Sufficient balance.

Signatures

Two officers must sign the Annual Report. The officers must complete and sign our [attestation form](#), then upload it with the Annual Report.

As a reminder, the HHF must keep the information in its application current by filing any changes within thirty days after month end. These changes include corporate governance documents and actions by other regulators.

If you have questions regarding the filing information, instructions, or requirements, please contact us at 360-725-7200 or CompanySupervisionFilings@oic.wa.gov.

Fees: *You pay the filing and registration renewal fees in the same portal where you file your Annual Report.*