

COMPANY SUPERVISION DIVISION
2017 Annual Statement for
Life Settlement Providers – General Instructions
For the year ending December 31, 2017

To be in compliance with RCW 48.102.046(1) Washington State requires all licensed Life Settlement Providers (LSP) to file an Annual Statement, required supplements, and exhibits for the previous calendar year. Failure to complete this Annual Statement as prescribed will subject the LSP to possible disciplinary action.

Please contact the Company Supervision division at (360) 725-7200 or CompanySupervisionFilings@oic.wa.gov if you have any questions regarding the Annual Statement or its Instructions.

PROCESS FOR FILING THE 2017 ANNUAL STATEMENT IS THE SAME AS LAST YEAR

- The Annual Statement is an on-line form.
- The questions on the Annual Statement remain the same as last year.
- All required attachments must be uploaded as PDF files.
- The online filing system will not allow you to finalize your Annual Statement until all required documents have been uploaded.
- Incomplete submissions will be considered late.

If you have not filled out the Annual Statement completely and want to save your work to return to it later, click on the “Save” button at the bottom of the page. You may then Logout and return to your partially completed Annual Statement at a later time.

DOCUMENTS USED TO MEET MARCH 31, 2018 REPORTING REQUIREMENTS

- Internal Financial Statement specific to the LSP as a separate legal entity.
- The Annual Statement Attestation.
The Annual Statement Attestation must be signed and notarized to be accepted.
- Form for List of Washington Life Insurance Policies Purchased during 2017.
- Form for Washington Life Insurance Policies if payment was received in 2017.
- Antifraud Plan if it changed since last filed with our office.
- Biographical Affidavits for new officers, directors, investors, partners, or members.
- Examination Statement from any State Dept. of Insurance or other regulatory body that was issued since the last Annual Statement filing.
- Form for Service of process if the designee has changed.

DOCUMENTS USED TO MEET JUNE 1, 2018 REPORTING REQUIREMENTS

- Audited Financial Statement
 - Statement must be uploaded on the portal: Add Documents to Submitted Filing Tab
- All required documents must be uploaded as PDF files.
- Failure to file by the due date can result in possible disciplinary action.

Find blank forms on our website:

<https://www.insurance.wa.gov/life-settlement-provider>

- Annual Statement Attestation
- List of Washington Life Insurance Policies Purchased
- Washington Life Insurance Policies for Which the Life Settlement Provider Received Payment

<https://www.insurance.wa.gov/life-settlement-provider-application-packet>

- Biographical Affidavit
- Service of Process

FORMS AND FILING INFORMATION

- To access the form for Statement year 2017, go to www.insurance.wa.gov
- Once on the OIC website choose the “*For Insurers & Regulated Entities*” tab.



 For Consumers

For Producers

For Insurers & Regulated Entities

- At that link, in the left column near the bottom of the page, is the header ‘*Financial filings*’ Choose the ‘*Annual financial filing statements*’ link on this page.

Financial filings

[Annual financial filing statements](#)

- On this page choose the links under the heading “*Life Settlement Providers*”

Life settlement providers

| [Filing information](#)

| [File annual statement](#)

Here you will find:

- How to access the filing portal.
- Detailed instructions for each page of the Annual Statement.
- Find out who your contact person is using the “Find your Entity Contact” tool.
- Log in and file your annual Statement
Note: User ID’s always consist of the letters FIN followed by your WAOIC number.
- Retrieve/reset passwords by using the “Forgot Password?” tool.

PAYMENTS FOR FILING AND RENEWAL FEES

Please review:

- RCW 48.102.010 regarding the registration renewal fee requirements.

The person listed as your Annual Statement filing contact will receive an e-mail in January when your fees are available to be paid.

In January 1, 2015, we merged the payment and Annual Statement filing systems into a single Company Filing and Payment Center, so your Annual Statement filing User ID will also allow you to log into the payment system under your login. (FIN followed by your WAOIC number)

- The E-Tax contact and separate “TAX” (payment) login no longer works.
- You may pay by credit card, electronic funds transfer, or by check.

Please note that this information replaces and supersedes all previous filing instructions and exemptions that you may have received from this office. If you have questions regarding the filing information, instructions, or requirements, please contact us at (360)725-7200 or email CompanySupervisionFilings@oic.wa.gov prior to any deadline.