

Washington State SERFF Property and Casualty Experience Reports and Statistical Plans
General Filing Instructions



(I) Experience Reports and Statistical Plans Filed in SERFF

- (A) Advisory organizations must file all experience reports and statistical plans in SERFF.
- (B) Use the filing type “Experience” or “Statistical Plan” depending on what is being submitted.
- (C) Filers must use the correct Type of Insurance (TOI) and Sub-TOI as listed on the NAIC Uniform Property and Casualty Product Coding Matrix.
- (D) Attach experience reports and statistical plans to the Supporting Documentation tab in SERFF.

(II) Rejected Filings

- (A) Your experience report or statistical plan filing will be rejected if it cannot be downloaded into our back-office system or reviewed by our office. Common reasons filings cannot be downloaded into our back-office system include:
 - (1) Attachments not formatted using a Distiller in PDF format; or
 - (2) An incorrect CoCode number is entered in the Filing Company Information, under the Companies and Contacts tab. Advisory organizations must leave the CoCode field blank and enter their WAOIC number in the State ID Number field.
- (B) Rejected filings will not be re-opened. If the OIC Technician Unit rejects your filing, you must submit a new filing following the procedures in this document and our Rejection Notice.

(III) SERFF Objection Letter Response Requirement

- (A) All attachments to responses must be in PDF format and less than 3 MB each.
- (B) When responding to an objection letter, you must use SERFF’s Amend Filing function.
- (C) You must answer each objection individually.
- (D) You must attach any new or revised experience reports or statistical plans to the Supporting Documentation tab.
- (E) Use General Update to change a filing only when the filing’s State Status is Review Pending. Review Pending is the status OIC uses to indicate that the analyst has not yet completed the initial review of the filing. Never use a General Update to change a filing after it has been reviewed by an OIC analyst.

For questions related to SERFF filing procedures, contact:

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