

Washington Disaster Resiliency Work Group Data Call Instructions

Each company that has a specific NAIC company code number and is admitted to do business in Washington state is to provide one completed workbook. We do not accept group of companies on one workbook.

Three Part Survey

This disaster related data call includes three specific parts located within the Excel file attached. Please complete all three Tabs of the workbook by filling in all **GREY** sections and checking any applicable **BOXES** for coverage effective on December 31, 2018. For consistency and clarity, definitions have been provided. Please reference the definitions section of this document if you have questions.

What to do if you do not offer coverage?

If your company does NOT offer property insurance covering structures in Washington state, please select FALSE for the Residential and Commercial boxes under question #1. You may then submit the workbook as completed. Instructions on how to submit the complete file is included below.

If your company does offer property insurance covering structures in Washington state, but does not offer a specific coverage, or you feel that a box does not apply to your company, please fill the applicable spaces with a **"NA"** to indicate that it is not applicable and you do not offer coverage. Entering a **"0"** will be interpreted as your company does offer coverage but currently has no insureds applicable to that section.

How do I complete the three part survey?

Completing the "Questions" Tab

- 1) Please list your company name, NAIC code number and NAIC Group number.
- 2) Please complete all questions for both residential and commercial lines.

- 3) Please check all boxes TRUE or FALSE as they apply.
- 4) Please enter "NA" in either the "\$" or "%" boxes if your company does not offer a dollar amount deductible or a percentage of policy limit deductible.

Completing the "Residential" and "Commercial" Tabs

Column C: Please enter the total number of policies with property coverage located in the indicated Washington county on December 31, 2018, at 11:59pm. Count one policy covering multiple structures as a single policy. If a single policy covers multiple structures in different counties, please only count the county where the first property on the declarations page is located. Entered values must be non-rounded, whole numbers.

Column D, F, H, J, & L: Please enter the total number of properties in the indicated county that include any coverage for the named peril. Entered values must be non-rounded, whole numbers.

Column E, G, I, K, & M: Please enter the total exposure amount in the indicated county that include any property coverage for the named peril. Entered values must be non-rounded, whole numbers.

Definitions

Residential policies: non-owner and owner occupied structures where the insured makes their residence. This includes second homes and vacation houses that are not covered for rental. If your company offers a landlord policy under personal lines, please include it.

Commercial policies: non-owner and owner occupied structures where the insured is an individual, business, or other entity. Generally means insurance pertaining to a business, profession, occupation, nonprofit organization, or public entity for the lines of property insurance. This includes, but is not limited to, business locations, rental units, and other commercial properties.

Total Exposure Amount: The overall policy limit of liability on both structure and personal property coverage for all insured policies offering coverage for the named peril. Please exclude all Additional Living Expenses, Business Income, and other Loss of Use benefits.

Earthquake coverage: Any form of coverage that includes coverage for earthquake peril.

Landslide (Earth Movement) coverage: Any form of coverage that includes coverage for landslide peril as defined as the rapid downward movement of mass of rock, earth, or artificial fill on a slope.

Federal Flood coverage: As relates to the National Flood Insurance Program (NFIP) and any Write-Your-Own program that allows participating insurers to issue NFIP flood insurance policies.

Private Flood coverage: Coverage for flood peril by your company that is not associated with the NFIP.

Wildfire coverage: As defined as a sweeping and destructive conflagration especially in a wilderness or rural area. Your company may consider it included in your standard fire coverage. If so, please include this determination in your answers.

Data submission information is also located at:

<http://insurance.wa.gov/for-insurers/data-calls-reporting/special-data-calls/>

What is the submission deadline?

By 5:00 pm PST on September 6, 2019

Where do we submit the completed file?

Completed file is to be sent to: <https://sft.wa.gov/>

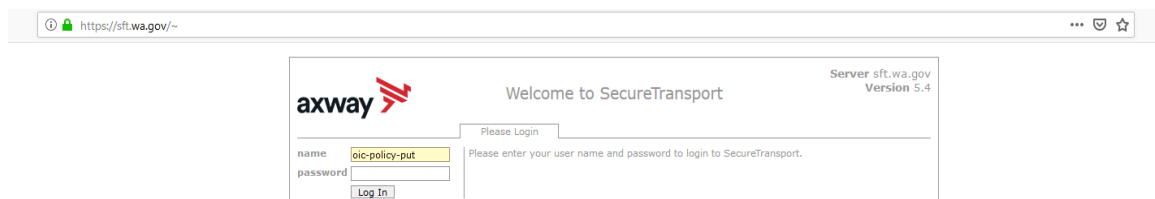
How do we upload a file to OIC's Axway Secure File Transfer (SFT) site?

1. Open Google Chrome and enter <https://sft.wa.gov/> in the address bar.
2. Type in the provided credentials, and then select the Log In button.

Username: oic-policy-put

Password: mountain77\$\$

Naming convention: Carrier Initial_NAIC Number (Do not batch by holding company)



3. Select the Choose Files button, select the completed Excel workbook that is to be uploaded, then select the Upload File button. Once the monitor display on the bottom left corner of the screen shows complete, the file(s) have been uploaded- you will NOT receive a confirmation prompt.

Questions?

If you have any questions regarding how to complete this spreadsheet please contact me at the email address below.

David Forte

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