

# State of Washington

## Office of Insurance Commissioner (OIC)

### 2021 Electronic Submission Directive

#### Changes for 2021

- See the signatures update below.
- Property and Casualty has a new Private Flood Insurance Supplement.
- Several actuarial documents for Life insurers for Actuarial Guideline XLIII will now be provided in the Principles-Based Reserving (PBR) Actuarial Reports required by the Valuation Manual.
- The Health Additional Data Statement Form instructions were updated to improve some cross references. The form itself was not updated.

#### Make these filings with Washington

If applicable to your company, file the following on the OIC web portal:

Date Due	Description
March 1	Form IC-13-HC/IC-14-HMO (Additional Data Statement Form) PDF (HCSCs, HMOs and MEWAs only)
March 1	Schedule SIS PDF, only if filled out. No "none" filings. (domestic only)
March 1	Segregated Accounts Annual Report PDF (if segregated premium plan was approved)
March 1	Supplemental Compensation Exhibit PDF
March 1	Exceptions to Reinsurance Attestation Supplement (domestic P&C only)
March 15	Actuarial Opinion Summary PDF (domestic P&C only)
April 1	Regulatory Asset Adequacy Issues Summary (RAAIS) PDF (domestic life only)
April 1	Business written by Agency PDF (domestic title only)
April 30	Actuarial Memorandum Related to Universal Life with Secondary Guarantee Policies required by Actuarial Guideline XXXVIII (domestic life only)
May 3	Form B and Form C (domestic only)
May 3	Form F (domestic only)
May 3	Combined Annual Statement (domestic P&C only)
June 1	Corporate Governance Annual Disclosure (domestic only)
August 2	Management's Report of Internal Control Over Financial Reporting (domestic only and only if premiums are greater than \$500 million)
August 2	IRS Form 5500 (MEWAs only)
25th	Monthly Financial Statements (upon request only)
varies	Own Risk and Solvency Assessment (ORSA)

#### Signatures

For financial statement filings, the OIC will consider use of the process outlined below as in compliance with Washington Administrative Code (WAC) 284-07-050(4)(b)(ii), 284-07-050(5)(c)(ii), 284-07-060(2)(c)(ii) and 284-07-100(7)(b).

- The handwritten signature must be on the actual page, in the signature area; it cannot be on a different page or a blank page.
- Each person must personally sign the document by hand. Reproduction or facsimile signatures are invalid, except for CPA firms.
- The signature page must be added into the same PDF file as the document that is being signed.

Have the officers, notary, actuary or CPA complete and sign the paper signature page. Then scan the page and insert it into the PDF file that your vendor software creates (this requires a program that can edit PDF files). The PDF file must still have the bookmarks that your annual statement preparation software or outside consultant generates.

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Electronic signatures and notarization are allowed and are an alternative if prudent safety measures or government actions prevent officers or other signers from signing documents in person.

Insurers unable to get the required signatures or notary must request an exception from the OIC.

#### CPA Firms

When the independent auditor is a firm instead of an individual CPA, we will accept any reasonable approximation of the firm's signature (including reproductions and facsimiles) for the audited financial report, CPA qualifications letter and Communications of Internal Control-Related Matters Noted in an Audit.

#### Missing signature page

In the event that a filing is missing any signature or signature page, the reporting entity must file an amendment with the same place to provide it (either the NAIC or OIC). **The amended filing must state that it's filing the missing signatures from a prior filing.** The NAIC requires amending the entire document, so just add the signature page and ensure that the PDF file still has the bookmarks.

It is the reporting entity's responsibility to follow the Washington statutes, rules, NAIC Quarterly and Annual Statement Filing Instructions and NAIC Accounting Practices and Procedures Manual.