

# Title Insurers

Required Filings In The State Of: *Washington*

Filings Made During the Year **2017**

| (1)<br>Check-list                                 | (2)<br>Line # | (3)<br>REQUIRED FILING FOR THE ABOVE STATE  | (4)<br>NUMBER OF COPIES* |      |         | (5)<br>DUE DATE    | (6)<br>FORM SOURCE** | (7)<br>APPLIC-<br>ABLE<br>NOTES |
|---|---------------|---|--------------------------|------|---------|--------------------|----------------------|---------------------------------|
|   |               |   | Domestic                 |      | Foreign |                    |                      |                                 |
|   |               |   | State                    | NAIC | State   |                    |                      |                                 |
| <b>I. NAIC FINANCIAL STATEMENTS</b>               |               |   |                          |      |         |                    |                      |                                 |
|   | 1             | Annual Statement (8 1/2" x 14")   | xxx                      | EO   | xxx     | 3/1                | NAIC                 |                                 |
|   | 1.1           | Printed Investment Schedule detail (Pages E01-E27)  | xxx                      | EO   | xxx     | 3/1                | NAIC                 |                                 |
|   | 2             | Quarterly Financial Statement (8 1/2" x 14")  | xxx                      | EO   | xxx     | 5/15, 8/15, 11/15  | NAIC                 |                                 |
| <b>II. NAIC SUPPLEMENTS</b>                       |               |   |                          |      |         |                    |                      |                                 |
|   | 11            | Actuarial Opinion   | xxx                      | EO   | xxx     | 3/1                | Company              |                                 |
|   | 12            | Investment Risk Interrogatories   | xxx                      | EO   | xxx     | 4/1                | NAIC                 |                                 |
|   | 13            | Management Discussion & Analysis  | xxx                      | EO   | xxx     | 4/1                | Company              |                                 |
|   | 14            | Schedule SIS  | EO                       | N/A  | N/A     | 3/1                | NAIC                 |                                 |
|   | 15            | Supplemental Compensation Exhibit   | EO                       | N/A  | N/A     | 3/1                | NAIC                 |                                 |
|   | 16            | Supplemental Schedule of Business Written By Agency   | EO                       | N/A  | xxx     | 4/3                | NAIC                 |                                 |
| <b>III. ELECTRONIC FILING REQUIREMENTS</b>        |               |   |                          |      |         |                    |                      |                                 |
|   | 61            | Annual Statement Electronic Filing  | xxx                      | EO   | xxx     | 3/1                | NAIC                 |                                 |
|   | 62            | March .PDF Filing   | xxx                      | EO   | xxx     | 3/1                | NAIC                 |                                 |
|   | 63            | Supplemental Electronic Filing  | xxx                      | EO   | xxx     | 4/3                | NAIC                 |                                 |
|   | 64            | Supplemental .PDF Filing  | xxx                      | EO   | xxx     | 4/3                | NAIC                 |                                 |
|   | 65            | Quarterly Statement Electronic Filing   | xxx                      | EO   | xxx     | 5/15, 8/15, 11/15  | NAIC                 |                                 |
|   | 66            | Quarterly .PDF Filing   | xxx                      | EO   | xxx     | 5/15, 8/15, 11/15  | NAIC                 |                                 |
|   | 67            | June .PDF Filing  | xxx                      | EO   | xxx     | 6/1                | NAIC                 |                                 |
| <b>IV. AUDIT/INTERNAL CONTROL RELATED REPORTS</b> |               |   |                          |      |         |                    |                      |                                 |
|   | 81            | Accountants Letter of Qualifications  | xxx                      | EO   | N/A     | 6/1                | Company              |                                 |
|   | 82            | Audited Financial Reports   | xxx                      | EO   | xxx     | 6/1                | Company              |                                 |
|   | 83            | Audited Financial Reports Exemption Affidavit   | xxx                      | N/A  | N/A     |                    | Company              |                                 |
|   | 84            | Communication of Internal Control Related Matters Noted in Audit  | xxx                      | EO   | N/A     | 8/1                | Company              | P                               |
|   | 85            | Designation of Independent CPA (change)   | 1                        | N/A  | N/A     | Only on CPA change | Company              |                                 |
|   | 86            | Management's Report of Internal Control Over Financial Reporting  | EO                       | N/A  | N/A     | 8/1                | Company              | P                               |
|   | 87            | Notification of Adverse Financial Condition   | 1                        | N/A  | N/A     | Within 5 days      | Company              |                                 |
|   | 88            | Request for Exemption to File   | 1                        | N/A  | N/A     |                    | Company              |                                 |
|   | 89            | Relief from the five-year rotation requirement for lead audit partner   | xxx                      | EO   | xxx     | 3/1                | Company              |                                 |
|   | 90            | Relief from the one-year cooling off period for independent CPA   | xxx                      | EO   | xxx     | 3/1                | Company              |                                 |
|   | 91            | Relief from the Requirements for Audit Committees   | xxx                      | EO   | xxx     | 3/1                | Company              |                                 |
| <b>V. STATE REQUIRED FILINGS***</b>               |               |   |                          |      |         |                    |                      |                                 |
|   | 101           | Filings Checklist (with Column 1 completed)   | 0                        | 0    | 0       |                    | State                |                                 |
|   | 102           | State Filing Fees   | EO                       | 0    | EO      | 3/1                | State                |                                 |
|   | 103           | Form B-Holding Company Registration Statement   | EO                       | 0    | N/A     | 5/1                | Company              |                                 |
|   | 104           | Form F-Enterprise Risk Report ***   | EO                       | 0    | N/A     | 5/1                | Company              |                                 |
|   | 105           | ORSA ****   | 1                        | 0    | N/A     | varies             | Company              |                                 |
|   | 106           | Signed Jurat  | xxx                      | 0    | 0       |                    | NAIC                 |                                 |
|   | 107           | Schedule SIS .PDF Filing  | 1                        | 0    | 0       | 3/1                | NAIC                 |                                 |
|   | 108           | Supplemental Compensation Exhibit .PDF Filing   | 1                        | 0    | N/A     | 3/1                | NAIC                 |                                 |
|   | 109           | Supplemental Schedule of Business Written by Agency .PDF Filing   | 1                        | 0    | 0       | 4/3                | NAIC                 |                                 |
|   | 110           | Management's Report of Internal Control Over Financial Reporting .PDF Filing (if more than \$500 million in premiums) | 1                        | 0    | 0       | 8/1                | NAIC                 | P                               |

\*If XXX appears in this column, this state does not require this filing, if hard copy is filed with the state of domicile (if applicable) and if the data is filed electronically with the NAIC (if applicable). If N/A appears in this column, the filing is required with the domiciliary state. EO (electronic only filing).

\*\*If Form Source is NAIC, the form should be obtained from the appropriate vendor.

\*\*\*For those states that have adopted the NAIC updated Holding Company Model Act, a Form F Filing is required annually by holding company groups. Consistent with the Form B filing requirements, the Form F is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state. For more information on lead states, see the following NAIC URL: [http://www.naic.org/public\\_lead\\_state\\_report.htm](http://www.naic.org/public_lead_state_report.htm)

\*\*\*\*For those states that have adopted the NAIC updated Risk Management and Own Risk and Solvency Assessment Model Act, a summary report is required annually by insurers and insurance groups above a specified premium threshold. Consistent with the Form B filing requirements, the ORSA Summary Report is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state. For more information on lead states, see the following NAIC URL: [http://www.naic.org/public\\_lead\\_state\\_report.htm](http://www.naic.org/public_lead_state_report.htm)

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| NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS) |   |   |
|---|---|---|
| A   | Required Filings Contact Person:                                  | <a href="mailto:ASFI@oic.wa.gov">ASFI@oic.wa.gov</a> or 360-725-7200  |
| B   | Mailing Address:  | <a href="https://fortress.wa.gov/oic/online services/Login.aspx?module=FIN">https://fortress.wa.gov/oic/online services/Login.aspx?module=FIN</a>   |
| C   | Mailing Address for Filing Fees:                                  | Included on the License Renewal form.   |
| D   | Mailing Address for Premium Tax Payments:                         | License information provided separately.  |
| E   | Delivery Instructions:  | If the due date is a Saturday, Sunday or legal holiday, the due date is the next business day.  |
| F   | Late Filings:   | The commissioner shall suspend or revoke the certificate of authority.  |
| G   | Original Signatures:  | <b>Domestic:</b> Original required, except the CPA-supplied documents may use a facsimile or reproduction signature.  |
| H   | Signature/Notarization/Certification:                             | Jurat: At least two officers must sign.   |
| I   | Amended Filings:  | <b>Domestic:</b> Only after OIC approval. However, any amendment request from the NAIC is pre-approved by the OIC. See SSAP No. 3 and the NAIC instructions.<br><b>Foreign:</b> Contact your domestic regulator.  |
| J   | Exceptions from normal filings:                                   | <b>Domestic:</b> Send written requests to <a href="mailto:CompanySupervisionFilings@oic.wa.gov">CompanySupervisionFilings@oic.wa.gov</a> .<br>For time extensions, state the date the reporting entity will file.<br><b>Foreign:</b> Extensions or exemptions are made by the domestic regulator. Do not file requests or notices with the OIC. |
| K   | Bar Codes (State or NAIC):  | NAIC bar code required on any paper signature page with a document identifier code.   |
| L   | Signed Jurat:   | <b>Domestic:</b> This is an NAIC program for foreign insurers, so it is different from the Washington rules regarding signatures.<br><b>Foreign:</b> No.  |
| M   | NONE Filings:   | Put consecutive "none" pages on one page.   |
| N   | Filings new, discontinued or modified materially since last year: | <b>Domestic:</b> Form F is new this year.   |
| O   | Holding Company Forms:  | <b>Domestic:</b> File electronically at the address shown in Note B.<br>Contact: Ron Pastuch at 360-725-7211 or <a href="mailto:RonP@oic.wa.gov">RonP@oic.wa.gov</a> .  |
| P   | Internal Control Documents  | File these as soon as they're issued, but no later than 60 days after the filing of the audited financial statements.   |

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## General Instructions For Companies to Use Checklist

**Please Note:** This state's instructions for companies to file with the NAIC are included in this Checklist. The NAIC will not be sending their own checklist this year.

**Electronic filing is intended to be filing(s) submitted to the NAIC via the NAIC Internet Filing Site which eliminates the need for a company to submit diskettes or CD-ROM to the NAIC. Companies are not required to file hard copy filings with the NAIC.**

**Column (1) Checklist**

Not used.

**Column (2) Line #**

Line # refers to a standard filing number used for easy reference. This line number may change from year to year.

**Column (3) Required Filings**

Name of item or form to be filed.

The **Annual Statement Electronic Filing** includes the annual statement data and all supplements due March 1, per the *Annual Statement Instructions*. This includes all detail investment schedules and other supplements for which the *Annual Statement Instructions* exempt printed detail.

The **March.PDF Filing** is the .pdf file for the annual statement, detail for investment schedules and all supplements due March 1.

The **Supplemental Electronic Filing** includes all supplements due April 1, per the *Annual Statement Instructions*.

The **Supplemental.PDF Filing** is the .pdf file for all supplements due April 1.

The **Quarterly Electronic Filing** includes the quarterly statement data.

The **Quarterly.PDF Filing** is the .pdf for quarterly statement data.

The **June.PDF Filing** is the .pdf file for the Audited Financial Statements and Accountants Letter of Qualifications.

**Column (4) Number of Copies**

Indicates the number of copies that each foreign or domestic company is required to file for each type of form. The Blanks (EX) Task Force modified the 1999 *Annual Statement Instructions* to waive paper filings of certain NAIC supplements and certain investment schedule detail, if such investment schedule data is available to the states via the NAIC database. The checklists reflect this action taken by the Blanks (EX) Task Force. XXX appears in the "Number of Copies" "Foreign" column for the appropriate schedules and exhibits. **Some states have chosen to waive printed quarterly and annual statements from their foreign insurers and to rely upon the NAIC database for these filings. This waiver could include supplemental annual statement filings. The XXX in this column might signify that the state has waived the paper filing of the annual statement and all supplements.**

**Column (5) Due Date**

Indicates the date on which the company must file the form.

**Column (6) Form Source**

This column contains one of three words: "NAIC," "State," or "Company." If this column contains "NAIC," the company must obtain the forms from the appropriate vendor. If this column contains "State," the state will provide the forms with the filing instructions (generally, on its web site). If this column contains "Company," the company, or its representative (e.g., its CPA firm), is expected to provide the form based upon the appropriate state instructions or the NAIC *Annual Statement Instructions*.

**Column (7) Applicable Notes**

This column contains references to the Notes to the Instructions that apply to each item listed on the checklist. The company should carefully read these notes before submitting a filing.

**This is a courtesy summary; it does not relieve the reporting entity from complying with all statutes and regulations.**