

# LIFE, ACCIDENT AND HEALTH INSURERS FILING ON THE HEALTH BLANK

COMPANY NAME \_\_\_\_\_

NAIC COMPANY CODE \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_

REQUIRED FILINGS IN THE STATE OF: WISCONSIN

Filings Made During the Year 2023

(1) Check-list	(2) Line #	(3) REQUIRED FILINGS FOR THE ABOVE STATE	(4) NUMBER OF COPIES*			(5) DUE DATE	(6) FORM SOURCE**	(7) PORTAL NAME	(8) APPLICABLE NOTES
			Domestic		Foreign				
			State	NAIC	State				
<b>I. NAIC FINANCIAL STATEMENTS</b>									
	1	Annual Statement (8 1/2"x14")	EO	EO	XXX	3/1	NAIC	Financial Statements	A-H, J, M, N
	1.1	Printed Investment Schedule detail (pages E01-E29)	EO	EO	XXX	3/1	NAIC	Financial Statements	M
	2	Quarterly Financial Statement (8 1/2" x 14")	EO	EO	XXX	5/15, 8/15, 11/15	NAIC	Financial Statements	J
<b>II. NAIC SUPPLEMENTS</b>									
	11	Accident & Health Policy Experience Exhibit	EO	EO	XXX	4/1	NAIC	Annual Supplement	H
	12	Actuarial Opinion	EO	EO	N/A	3/1	Company	Actuarial Opinion	
	13	Life Supplemental Data due March 1	EO	EO	N/A	3/1	NAIC	Financial Statements	H
	14	Life Supplemental Data due April 1	EO	EO	XXX	4/1	NAIC	Annual Supplements	H
	15	Life Supp Statement non-guaranteed elements - Exh. 5, Int. #3	EO	EO	XXX	3/1	Company	Financial Statements	H
	16	Life Supp Statement in par/non-par policies - Exh. 5, Int. 1 and 2	EO	EO	XXX	3/1	Company	Financial Statements	H
	17	Life, Health & Annuity Guaranty Association Assessable Premium Exhibit Parts 1 and 2	EO	EO	XXX	4/1	NAIC	Annual Supplement	
	18	Long-term Care Experience Reporting Forms	EO	EO	XXX	4/1	NAIC	Annual Supplement	H
	19	Management Discussion & Analysis	EO	EO	XXX	4/1	Company	Management Discussion & Analysis	
	20	Medicare Part D Coverage Supplement	EO	EO	XXX	3/1, 5/15, 8/15, 11/15	NAIC	Financial Statements	H
	21	Medicare Supplement Insurance Experience Exhibit	EO	EO	XXX	3/1	NAIC	Financial Statements	H
	22	Risk-Based Capital Report	0	EO	0	3/1	NAIC		R
	23	Schedule SIS	EO	N/A	N/A	3/1	NAIC	Schedule SIS	L
	24	Supplemental Compensation Exhibit	EO	N/A	N/A	3/1	NAIC	NAIC Supplemental Compensation Exhibit	H
	25	Supplemental Health Care Exhibit (Parts 1, 2 and 3)	EO	EO	XXX	4/1 if applicable	NAIC	Annual Supplement	H, P
	26	Supplemental Health Care Exhibit's Allocation Report	EO	EO	XXX	4/1 if applicable	NAIC	Annual Supplement	H, P
	27	Supplemental Investment Risk Interrogatories	EO	EO	XXX	4/1	NAIC	Supplemental Investment Risk Interrogatory	H
<b>III. ELECTRONIC FILING REQUIREMENTS</b>									
	61	Annual Statement Electronic Filing	0	EO	0	3/1	NAIC		
	62	March PDF Filing	0	EO	0	3/1	NAIC		

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			Domestic		Foreign				
			State	NAIC	State				
	63	Risk-Based Capital Electronic Filing	0	EO	0	3/1	NAIC		
	64	Risk-Based Capital PDF Filing	0	EO	0	3/1	NAIC		
	65	Supplemental Electronic Filing	0	EO	0	4/1	NAIC		
	66	Supplemental PDF Filing	0	EO	0	4/1	NAIC		
	67	Quarterly Electronic Filing	0	EO	0	5/15, 8/15, 11/15	NAIC		
	68	Quarterly PDF Filing	0	EO	0	5/15, 8/15, 11/15	NAIC		
	69	June PDF Filing	0	EO	0	6/1	NAIC		
<b>IV. AUDITED FINANCIAL STATEMENTS</b>									
	81	Accountants Letter of Qualification	EO	EO	N/A	6/1	Company	Accountants Qualification Letter	
	82	Audited Financial Statements	EO	EO	N/A	6/1	Company	Audited Financial Statements	
	83	Audited Financial Reports Exemption Affidavit	EO	N/A	N/A	6/1 if applicable	Company	Audited Financial Statements Exemption Affidavit	
	84	Communication of Internal Control Related Matters Noted in Audit	EO	EO	N/A	8/1	Company	Communication of Internal Control Related Matters Noted in Audit	
	85	Independent CPA (changes in)	EO	N/A	N/A	As needed	Company	Designation of Independent CPA	
	86	Management's Report of Internal Control Over Financial Reporting	EO	N/A	N/A	8/1	Company	Mgmt Report on Internal Controls over Financial Reporting	O, R
	87	Notification of Adverse Financial Condition	EO	N/A	1	As needed	Company	Notification of Adverse Condition	
	88	Relief from the Five-Year Rotation Requirement for Lead Audit Partner	EO	EO	N/A	As needed	Company	Relief from 5-year Rotation Requirement	
	89	Relief from the One-Year Cooling Off Period for Independent CPA	EO	EO	N/A	As needed	Company	Relief from 5-year Cooling Off Period	
	90	Relief from the Requirements for Audit Committee	EO	EO	N/A	As needed	Company	Relief from Audit Committee Requirement	
	91	Request for Exemption to File Management's Report of Internal Control Over Financial Reporting	EO	N/A	N/A	6/1 if applicable	Company	Exemption to File	
	92	CPA Audit Checklist	EO	N/A	N/A	6/1	State	CPA Audit Checklist	Pages 15 & 16
<b>V. STATE REQUIRED FILINGS</b>									
	101	Corporate Governance Annual Disclosure*****	EO	0	N/A	6/1	Company	Corporate Governance Annual Disclosure	R
	102	Filings Checklist	0	0	0				
	103	Holding Company Registration Statement-Forms B & C	EO	0	N/A	6/1	Company	Holding Company – Form B & C	K
	104	Form F - Enterprise Risk Report***	EO	0	N/A***	6/1	Company	Form F	Q, R
	105	ORSA Own Risk and Solvency Assessment****	EO	0	N/A	See Note S	Company	ORSA	R, S
	106	Schedule of Taxes and Fees	EO	0	1	3/1	State	Sch of Taxes and Fees	C
	108	Signed Jurat	EO	0	XXX	3/1, 5/15, 8/15, 11/15	State/ Company	Financial Statements	B, D, I, J, M
	109	Group Capital Calculation ( <b>File with lead state only</b> )	EO	0	N/A	6/1	See V	Group Capital Calculation	I, V

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			Domestic		Foreign				
			State	NAIC	State				
	111	Compulsory and Security Surplus Calculation (electronic)	EO	0	EO	3/1, 5/15, 8/15, 11/15	State	Compulsory Surplus Filing	J, Page 10
	112	Report of Executive Compensation	EO	0	XXX	3/1	State	Report on Executive Compensation	Pages 12 & 13
	113	Financial and Operating Statistics - Health (electronic)	EO	0	EO	3/15	State	Financial Operating Statistics	Page 11
	116	Designation of Registered Agent	EO	0	N/A	3/1, & as needed	State		I, T
	125	Annual Diversity Survey	EO	0	N/A	6/1	State	Diversity Survey	R, Page 17
	130	Cyber Security Certification	EO	0	N/A	3/1	State	Cyber Security Certification	I, Page 18

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

\*\* If NAIC is shown as Form Source, 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 webpage: [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 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. 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 if filed at the insurance group level. For more information on lead states, see the following NAIC webpage: [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 Corporate Governance Annual Disclosure (CGAD) Model Act, an annual disclosure is required of all insurers or insurance groups by June 1. The CGAD 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 if filed at the insurance group level. For more information on lead states, see the following on the NAIC website: [www.naic.org/public\\_lead\\_state\\_report.htm](http://www.naic.org/public_lead_state_report.htm).

## 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)**—Companies may use the checklist to submit to a state if the state requests it. Companies should copy the checklist and place an “x” in this column when mailing information to the state.

**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 annual statement data, detail for investment schedules, and supplements due March 1.

The **Risk-Based Capital Electronic Filing** includes all risk-based capital data.

The **Risk-Based Capital PDF Filing** is the pdf file for risk-based capital data.

The **Separate Accounts Electronic Filing** includes the separate accounts annual statement and investment schedule detail.

The **Separate Accounts PDF Filing** is the pdf file for the separate accounts annual statement and all investment schedule detail.

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

The **Supplement PDF Filing** is the pdf file for all supplemental schedules and exhibits due April 1.

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

The **Quarterly PDF Filing** is the pdf file 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 XXX in this column signifies that Wisconsin has waived the paper filing for this item.

**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 website). 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) (Portal Name)**- This column contains the name of the document on OCI’s Financial Filings Portal.

**Column (8) (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.

## NOTES AND INSTRUCTIONS

A	Required Filings Contact:	<a href="mailto:ocifinancial@wisconsin.gov">ocifinancial@wisconsin.gov</a>
B	Mailing Address for all Filings <b>Except Fee and Tax Payments</b> :	<p>The Office of the Commissioner of Insurance (OCI) has a <b>Financial Filing Portal</b> for companies licensed as domestic and nondomestic insurers to securely make financial filings electronically with the Division of Financial Regulation.</p> <p>Use of the Financial Filing Portal is optional but highly encouraged. Before making your first filing, you must get a login and password to the Financial Filing Portal. Please see the information at <a href="http://oci.wi.gov/Pages/Companies/MakeFinancialFilings.aspx">oci.wi.gov/Pages/Companies/MakeFinancialFilings.aspx</a> to get set up to make filings.</p> <p>Although the use of the Filing Portal is preferred, another electronic option is to file by email to <a href="mailto:OCIFinancial@Wisconsin.gov">OCIFinancial@Wisconsin.gov</a>.</p> <p>Use the addresses below to make filings if neither the Portal nor email is used.</p> <p><b>For US Mail</b> Office of Commissioner of Insurance P.O. Box 7873 Madison WI 53707-7873</p> <p><b>Street Address (FedEx, UPS, etc.)</b> Office of Commissioner of Insurance 125 S Webster St Madison WI 53703-3474</p> <p>If neither the Portal nor email is used, all filings should be physically received at the address in Note B <b>on or before the due date</b>. Electronic filings must be made on or before the due date.</p> <p>If the due date falls on a weekend or holiday, the deadline is extended to the next business day.</p> <p>Please refer to <a href="http://oci.wi.gov/Pages/Companies/PremiumTax.aspx">oci.wi.gov/Pages/Companies/PremiumTax.aspx</a> for remittance of taxes and fees.</p> <p>Late filings may be subject to forfeitures under s. 601.64 Wis. Stat.</p>
C	Premium Tax and Filing Fee Payments:	<p><b>Final Payment</b> Due on or before March 1 for year-end taxes and fees  <b>Quarter 1</b> Due on or before April 15 for quarter ending March 31  <b>Quarter 2</b> Due on or before June 15 for quarter ending June 30  <b>Quarter 3</b> Due on or before Sept. 15 for quarter ending Sept. 30  <b>Quarter 4</b> Due on or before Dec. 15 for quarter ending Dec. 31</p> <p>The completed "Schedule of Taxes and Fees" filing should be submitted via the <b>Financial Filing Portal (preferred method described in Note B)</b> or sent to the email address in Note B.</p> <p><b>Payments</b> should <b>not</b> be sent to the Madison, Wisconsin, address.</p> <p>Please refer to <a href="http://oci.wi.gov/Pages/Companies/PremiumTax.aspx">oci.wi.gov/Pages/Companies/PremiumTax.aspx</a> for remittance of taxes and fees.</p>

		Schedule of Taxes and Fees form and instructions are located on the OCI website <a href="http://oci.wi.gov/Pages/Companies/AnnualQuarterlyFilingInformation.aspx">oci.wi.gov/Pages/Companies/AnnualQuarterlyFilingInformation.aspx</a> .
D	Signatures:	Wisconsin-domiciled insurers are required to have the notarized signatures of the President, Treasurer, and Secretary, or the three highest principal officers if otherwise titled, except if the Treasurer does not have charge of the accounts of the insurer, enter the signature and title of the individual that does. If appropriate corporate officers are incapacitated or otherwise not available due to personal emergency, vice presidents or assistant officers may sign the statement. The jurat page must be signed by three separate persons. The officers holding the positions on the date of signing are the appropriate signers if there were changes in office holders since the statement "as of" date.  Signatures and notarizations are required for filings made via the Financial Filing Portal or email. Electronic signatures and notarizations are acceptable.
E	Amended Filings:	Insurers are required to notify OCI prior to filing amendments. Immaterial errors are to be corrected in the period discovered as adjustments to unassigned funds. Wisconsin-domiciled insurers should promptly alert OCI to any material errors found to previously filed statements and amended annual or quarterly statements should be filed if so, directed in writing by OCI.
F	Exceptions from normal filings:	Any request for exemptions or extensions to filing requirements must be made in advance in writing. Any approvals will be granted in writing.
G	Bar Codes (State or NAIC):	All NAIC forms should contain bar codes as instructed by the NAIC Annual Statement Instructions. Wisconsin specific forms do not require bar codes.
H	NONE Filings:	See NAIC Annual Statement Instructions. Blank schedules will not be considered filed. If no entries are to be made, write "None" across the schedule in question or complete appropriate interrogatory of the "Supplemental Exhibits and Schedules Interrogatories" page of the annual statement blank.
I	Filings New, Discontinued, or Modified Materially Since Last Year:	<ul style="list-style-type: none"> <li>• Licensed nondomestic insurers are no longer required to file a signed jurat with this office.</li> <li>• A new form #109 Group Capital Calculation has been added.</li> <li>• Form #116 Designation of Registered Agent is being collected annually on March 1, to ensure our records are up to date.</li> <li>• A new form #130 Cyber Security Certification has been added.</li> </ul>
J	Quarterly Filings:	The Office of the Commissioner of Insurance (OCI) has implemented a Financial Filing Portal for companies licensed as domestic and nondomestic insurers to securely make financial related filings electronically with the Division of Financial Regulation.  Use of the Financial Filing Portal is optional but highly encouraged. Prior to making your first filing, you must get a login and password to the Financial Filing Portal. Please see the information at <a href="http://oci.wi.gov/Pages/Companies/MakeFinancialFilings.aspx">oci.wi.gov/Pages/Companies/MakeFinancialFilings.aspx</a> to get set up to make filings.  Although use of the Filing Portal is preferred, another electronic option

		<p>is to file by email to <a href="mailto:OCIFinancial@Wisconsin.gov">OCIFinancial@Wisconsin.gov</a>.</p> <p>If neither the portal nor email is used all domestic insurers are required to file two hard copies of the quarterly financial statements. One copy must have notarized signatures. One copy can be a photocopy of the original. The quarterly compulsory and security surplus calculation are filed electronically by domestic and nondomestic insurers.</p> <p>All licensed nondomestic insurers are required to electronically file the quarterly compulsory and security surplus calculation form. A signed jurat is no longer required to be filed with this office. Quarterly hard copies, including supplemental filings, are not required.</p>
K	Holding Company Filings:	Only applies to Wisconsin-domiciled insurers which are a member of an insurance holding company system. See Chapter Ins 40, Wis. Adm. Code.
L	Schedule SIS:	Only applies to insurers with 100 or more stockholders.
M	Size and Format of Statement:	<p>The Office of the Commissioner of Insurance (OCI) has a Financial Filing Portal for companies licensed as domestic and nondomestic insurers to securely make financial related filings electronically with the Division of Financial Regulation.</p> <p>Use of the Financial Filing Portal is optional but highly encouraged. Before making your first filing, you must get a login and password to the Financial Filing Portal. Please see the information at <a href="http://oci.wi.gov/Pages/Companies/MakeFinancialFilings.aspx">oci.wi.gov/Pages/Companies/MakeFinancialFilings.aspx</a> to get set up to make filings.</p> <p>Although use of the Filing Portal is preferred, another electronic option is to file by email to <a href="mailto:OCIFinancial@Wisconsin.gov">OCIFinancial@Wisconsin.gov</a>.</p> <p>Domestics - 2 hard copies of annual statement if neither the Portal nor email is used to submit the filing.</p> <p>9"x14" or 8.5"x14" size annual statement and quarterly statement only.  <b>Annual and Quarterly Statements need to be bound.</b> Statements held together with paper clips or rubber bands will not be accepted as being filed.</p> <p>If the Investment Schedule detail (pages E01 to E25, #1.1 on checklist) is bound in the annual statement, no additional copy is required. An Affidavit of Filing is not required in Wisconsin.</p>
N	Combined Annual Statement:	Required upon request only.
O	Management's Report of Internal Control Over Financial Reporting:	This provision is applicable to Wisconsin-domiciled insurers with \$500,000,000 or more of gross written premiums. Refer to s. Ins 50.17, Wis. Adm. Code, for the requirements regarding this confidential report.
P	Supplemental Health Care Exhibit:	The definition of "small employer" as defined in s. 635.02, Wis. Stat., should be used for completing the Supplemental Health Care Exhibit. "Small employer" is defined as an employer that employed an average of at least 2 but not more than 50 employees on business days during the year if the employer was not in existence during the preceding calendar year, and that employs at least 2 employees on the first day of the plan year.



Q	Form F - Enterprise Risk Report:	Pursuant to s. Ins 40.03 (9), Wis. Adm. Code, Wisconsin-domiciled insurers belonging to a holding company system where Wisconsin is the lead state of the holding company system shall file a Form F - Enterprise Risk Report by June 1, annually.
R	Confidential Filings:	<p>Unless identified by statute or rule as being confidential, filings are considered public information. The following filings are held confidential:</p> <p>#22, #63, #64 Risk-Based Capital Report  #86 Management's Report of Internal Control Over Financial Reporting  #101 Corporate Governance Annual Disclosure  #104 Form F - Enterprise Risk Report  #105 ORSA Own Risk Summary Analysis Report  #125 Annual Diversity Survey</p> <p>Other filings are considered public. If you believe a filing contains proprietary and confidential information, please contact OCI and identify the information claimed to be proprietary and the basis for your claim of confidentiality. The assertion of a claim of confidentiality does not guarantee that the information will be found to be exempt from disclosure.</p>
S	ORSA Report:	Under ch. 622, Wis. Stat., an insurer domiciled in Wisconsin with annual direct and assumed premium of \$500 million or more, or the insurance holding company system of which the Wisconsin-domiciled insurer is a member with direct and assumed premium of \$1 billion, shall file an ORSA report with Wisconsin by December 31. See ch. 622, Wis. Stat., for additional information.
T	Designation of Registered Agent	<p>The Designation of Registered Agent form should be filed by March 1 and whenever there is a change in connection with a company's Registered Agent for Service of Process.</p> <p>Available on the OCI website, <a href="https://oci.wi.gov/Documents/OCIForms/12-014.pdf">oci.wi.gov/Documents/OCIForms/12-014.pdf</a>, the form may be emailed to <a href="mailto:OCIFinancial@wisconsin.gov">OCIFinancial@wisconsin.gov</a>, or sent to</p> <p>Office of the Commissioner of Insurance  P. O. Box 7873  Madison, WI 53707-7873</p>
U	Notice that filing of the electronic State Page is required.	The electronic state page is required for all licensed companies regardless of if there is any premium to be reported. If there is no premium to be reported, then the company should enter the number zero.
V	Group Capital Calculation	GCC template available at <a href="https://content.naic.org/cmte_e_grp_capital_wg.htm">https://content.naic.org/cmte_e_grp_capital_wg.htm</a>



## 2022 ANNUAL STATEMENT INSTRUCTIONS

**Each licensed insurer shall file its annual financial statement on the NAIC Annual Statement blank appropriate for the lines of business it is licensed to write:** Property/Casualty, Life and Accident and Health, Fraternal Orders, Title Insurance, Health Insurance (including Health Maintenance Organization, Hospital, Medical, and Dental Service or Indemnity Corporations, Limited Health Service Organizations).

**Each company shall comply with the applicable NAIC *Annual Statement Instructions* and shall comply with accounting practices prescribed or permitted by the *NAIC Accounting Practices and Procedures Manual*, unless otherwise required or permitted by the Wisconsin Statutes and Administrative Code, or as ordered or instructed by the commissioner.**

*NAIC Annual Statement Instructions* are available from the NAIC at [prodserv@naic.org](mailto:prodserv@naic.org), phone (816) 783-8300. Foreign companies are no longer required to file hard copies of their annual statements, supplements and audited financial statements, or quarterly statements unless requested to do so. State-required filings are indicated in the checklist.

PURSUANT TO s. Ins 50.25, Wis. Adm. Code, all Property/Casualty, Life, Accident and Health, Fraternal, Health Maintenance Organizations, Hospital, Medical and Dental Service or Indemnity (HMDI), and Limited Health Service Organizations (LHSO) insurers will be required to file their 2022 financial statement information electronically with the NAIC on or before March 1, 2023. All quarterly statements should also be filed electronically with the NAIC within 45 days of the end of each quarter. Failure to file will result in forfeiture.

**Please refer to [oci.wi.gov/Pages/Companies/PremiumTax.aspx](https://oci.wi.gov/Pages/Companies/PremiumTax.aspx) for remittance of taxes and fees.** Payments for taxes and fees should be made to the Milwaukee lockbox or through online payment. Do **not** send checks to the Madison address. All other filings should be submitted to the Office of the Commissioner of Insurance in Madison, Wisconsin. Failure to comply may result in forfeiture pursuant to s. 601.64, Wis. Stat.

### Discounting Of Loss Reserves

Wisconsin insurers shall not discount loss reserves except in those instances where discounting of reserves or tabular reserves are specifically prescribed or permitted by Wisconsin Statutes, the Wisconsin Administrative Code, or specifically authorized by the commissioner.

### Risk-Based Capital (RBC)

Wisconsin-domiciled life, health, fraternal benefit societies, and property and casualty insurers (other than monoline Financial Guaranty and Mortgage Guaranty insurers) are required to file the RBC report with the NAIC unless exempted in writing by the commissioner. The reports are due at the NAIC annually by March 1. RBC instructions can be obtained from the NAIC, (816) 783-8300, [prodserv@naic.org](mailto:prodserv@naic.org).

The annual statement five-year historical data section discloses RBC items. These items must be completed by Wisconsin-domiciled life, health, fraternal, and property and casualty insurers unless exempted in writing by the Commissioner.

### Credit For Reinsurance—Chapters Ins 52 And 55, Wis. Adm. Code

Chapter Ins 52, Wis. Adm. Code, applies to reinsurance ceded under agreements entered, or renewed, on or after August 1, 1993. In addition, in order that credit may be taken for reinsurance, each reinsurance contract must constitute an undertaking by the reinsurer to indemnify the ceding insurer, **not only in form but in fact**, against loss or liability by reason of the original insurance. Any life reinsurance contract which meets one or more of the terms of s. Ins 55.02, Wis. Adm. Code, would not result in a valid exchange of risk, and the ceding company may not take credit for such reinsurance without the specific approval of this office. All insurers are reminded that any reinsurance not in the normal and usual course of business shall be reported to this office not less than 30 days in advance of the proposed effective date, pursuant to ss. 611.78 and 618.32, Wis. Stat., and is subject to disapproval.

If you have any questions, please contact [ocifinancial@wisconsin.gov](mailto:ocifinancial@wisconsin.gov).

Enclosure



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OCI has updated the mechanism used by companies to make their Compulsory Surplus filings. The new mechanism requires utilization of the Financial Filing Portal. For those that currently do not have access to the Financial Filing Portal, please follow the instructions at [oci.wi.gov/Pages/Companies/MakeFinancialFilings.aspx](https://oci.wi.gov/Pages/Companies/MakeFinancialFilings.aspx) to obtain access.

Companies already registered do not have to register again. However, companies may want to register additional individuals to make these filings.

\* OCI may treat some or all of the information reported as public under ch. 19, Wis. Stat. If you believe your response contains proprietary confidential information, please identify the basis for your claim. A claim of confidentiality does not guarantee exemption from disclosure.



OCI has updated the mechanism used by companies to make their Financial and Operating Statistics filings. The new mechanism requires utilization of the Financial Filing Portal. For those that currently do not have access to the Financial Filing Portal, please follow the instructions at [oci.wi.gov/Pages/Companies/MakeFinancialFilings.aspx](https://oci.wi.gov/Pages/Companies/MakeFinancialFilings.aspx) to obtain access.

Companies already registered do not have to register again. However, companies may want to register additional individuals to make these filings.

\* OCI may treat some or all of the information reported as public under ch. 19, Wis. Stat. If you believe your response contains proprietary confidential information, please identify the basis for your claim. A claim of confidentiality does not guarantee exemption from disclosure.

Insurer Name	For Calendar Year Ending December 31, _____
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**INSTRUCTIONS:**

Each Wisconsin-domiciled insurer shall file a Report on Executive Compensation as a supplement to the insurer’s annual statement, to be filed with the annual statement on or before March 1. The Report on Executive Compensation shall disclose the annual compensation of each director and all “C” level executives or their equivalent, for example, the Chief Executive Officer, Chief Financial Officer, Chief Information Officer, etc. In addition, report all members of executive management of the insurer whose compensation exceeds specified amounts. Add additional pages as necessary.

Insurers that are part of a group of insurers or other holding company system may file amounts paid to officers and executive management in Parts 1 and 3 either on a consolidated basis or by allocation to each insurer. The footnote to Part 1 should note which method is being employed.

Compensation reported shall consist of any and all gross direct and indirect remuneration paid or accrued during the report year for the benefit of an individual director, officer, or manager, and shall include wages, stock grants, gains from the exercise of stock options, and all other forms of personal compensation (including employer-paid health, life and any other premiums).

**Part 1 Officer and Executive Management Compensation**

Report on the compensation of all “C” level executives or their equivalent. In addition, report all other members of executive management based on the following schedule:

Insurer’s Current Year-end Capital and Surplus*	Report for any officer or executive management whose total annual compensation is in excess of
Less than \$200,000,000	\$150,000
\$200,000,000 to \$400,000,000	\$300,000
More than \$400,000,000	\$400,000

\* If the report completed on a consolidated basis, use the capital and surplus of the largest insurer in the group.

Name	Principal Position	Salary	Bonus	All Other Compensation	Total

Is the reporting insurer a member of a group of insurers or other holding company system? Yes  No   
 If yes, does the above amounts represent 1) total gross compensation paid to each individual by or on behalf of all companies which are a part of the group? Yes ; or 2) an allocation to each insurer? Yes

Insurer Name	For Calendar Year Ending December 31, _____
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**Part 2 Directors Compensation**

Report on the compensation of each director or trustee. Amounts disclosed must include compensation paid and accrued for services on boards and committees as well as any other activity or service, such as consulting agreements.

Name	Principal Position	Salary	Bonus	All Other Compensation	Total

**Part 3 Total Compensation**

Report the total compensation paid for all directors as a group and the total compensation paid for all officers as a group.

	Salary	Bonus	All Other Compensation	Total
A. Officers				
B. Directors				

\* OCI may treat some or all of the information reported as public under ch. 19, Wis. Stat. If you believe your response contains proprietary confidential information, please identify the basis for your claim. A claim of confidentiality does not guarantee exemption from disclosure.



**Ref:** Chapter Ins 50, Wis. Adm. Code,  
and s. 601.42, Wis. Stat.\*

Insurer Name	NAIC Group	NAIC Number
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**Wisconsin-domiciled insurers complete and return this by June 1 only if your company qualifies for Exemption under this section.**

I certify that to the best of my knowledge, information, and belief, the above-named insurer is exempt from the audited financial statement filing requirements of ch. Ins 50, Wis. Adm. Code, for the year ending December 31, \_\_\_\_\_, by virtue of having:

- less than \$100,000 in direct premium written in Wisconsin during the year, **AND**;
- fewer than 1,000 policyholders in Wisconsin at the end of the year, **AND**;
- less than \$1,000,000 in direct premium written nationwide, **AND**;
- less than \$1,000,000 of assumed reinsurance premiums nationwide.

To be signed and filed only if exempt from CPA audit per above.

Title of Officer	Date	Signature of Officer
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Per s. Ins 50.18, Wis. Adm. Code, the insurer may be exempt if it is determined that complying with the rule would constitute a financial or organizational hardship. Requests for exemption under this provision must be made in advance to the Commissioner in writing.

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Insurer Name	NAIC Group	NAIC Number
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**Wisconsin-domiciled insurers** should complete and return this with your CPA audit report by June 1 unless a CPA Audit Exemption Certification is filed.

Nondomestic insurers are not required to file this form if the insurer has made required filings with the domiciliary state.

**For Year Ending December 31, \_\_\_\_\_**

1. Name of Certified Public Accountant (CPA) firm performing the audit:

_____	<b>Circle One</b>
a. Did company have a change in CPAs this year? If NO, go to question 2. If YES, complete 1 b.-e.	YES NO
b. Have you notified the Commissioner of Insurance within 5 business days of the dismissal or resignation of the former CPA?	YES NO
c. Have you submitted a letter, within 15 business days, stating whether in the 24 months preceding the change there were any disagreements with the former CPA as to accounting matters?	YES NO
d. Have you submitted a letter from the former CPA stating whether they agree with the company's statement in the letter described in item 1 c.?	YES NO
e. Have you submitted a letter from the new CPA pursuant to s. Ins 50.07 (3), Wis. Adm. Code, stating an understanding of the provisions of the insurance code and of the rules of the Commissioner relating to accounting and financial matters?	YES NO

2. Name of accounting firm partner or other person responsible for rendering the audit report:

\_\_\_\_\_  
Number of consecutive years (including the year most recently audited) this person has acted in this capacity for this insurer: \_\_\_\_\_

3. Reconciliation between annual statement and audit report:

	Annual Statement	Audit Report	Difference
a. Admitted Assets			
b. Capital and Surplus			
c. Net Income			

If differences, these have been reconciled in (check one):

- Notes to the financial statements       Consolidated worksheets prepared for question No. 5       Other (attach explanations)

4. Has the insurer and the accountant or accounting firm directly or indirectly entered into an indemnification agreement or hold-harmless agreement which covers the audit of the insurer?  
If YES, attach a copy. YES NO



Insurer Name
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**Circle One**

5. Were any of the insurer's presidents, chief executive officers, controllers, chief financial officers, chief accounting officers, or board members employed by the accounting firm during the one-year period preceding this filing? YES    NO
6. a. An internal control letter from the auditor is required to be filed with OCI within 60 days after due date of CPA audit report. Has the company filed an internal control letter with OCI? YES    NO
- b. If NO, will an internal control letter from the auditor be filed with OCI by August 1? YES    NO
- c. If any material weaknesses are noted in the internal control letter, a summary of remedial action taken or proposed must be filed. Has the company filed a summary of remedial action taken or proposed with OCI? YES    NO
7. Did the insurer have direct and assumed annual premiums of \$500 million or more? YES    NO
- a. If YES, has the company filed a management report of internal control over financial reporting pursuant to s. Ins 50.17, Wis. Adm. Code? YES    NO
8. Is the insurer a wholly owned subsidiary of a publicly traded SOX compliant entity? If YES, skip to question 10. YES    NO
9. a. Has the insurer elected to allow the ultimate controlling person to designate the audit committee? YES    NO
- b. If YES, has the company provided notice to the commissioner pursuant to s. Ins 50.15 (6), Wis. Adm. Code? (attach copy) YES    NO
- c. Does the proportion of independent audit committee members meet or exceed the criteria in the table below: YES    NO

<b>Prior Calendar Year Direct Written and Nonaffiliated Assumed Premiums</b>		
<b>\$0 - \$300,000,000</b>	<b>\$300,000,000 - \$500,000,000</b>	<b>Over \$500,000,000</b>
No minimum requirements.	Majority (50% or more) of members shall be independent.	Supermajority of members (75% or more) shall be independent.

10. Have you enclosed an accountant's letter of qualifications, pursuant to s. Ins 50.13, Wis. Adm. Code, noting the accountant's understanding that the Commissioner of Insurance will be relying on the information and agreeing to make copies of work papers available? (attach copy) YES    NO
11. Have you submitted a consolidated CPA audit report? If YES, complete a., b., and c. YES    NO
- a. Is the company part of a group of insurers which utilizes a pooling or 100% reinsurance agreement under which the insurer cedes all direct and assumed business? YES    NO
- b. Have you attached a worksheet reconciling the consolidated balance sheet to annual statement of the insurers with a column for each insurer and explanations of consolidating and eliminating entries? YES    NO
- c. Have you obtained approval for consolidating from OCI? (attach copy) YES    NO

Title of Officer	Name of Officer (Type or Print)
Date	Signature of Officer

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OCI has updated the mechanism used by companies to make their Annual Diversity Survey filing. The new mechanism requires utilization of the Financial Filing Portal. For those that currently do not have access to the Financial Filing Portal, please follow the instructions at [oci.wi.gov/Pages/Companies/MakeFinancialFilings.aspx](https://oci.wi.gov/Pages/Companies/MakeFinancialFilings.aspx) to obtain access.

Companies already registered do not have to register again. However, companies may want to register additional individuals to make these filings.

- \* OCI may treat some or all of the information reported as public under ch. 19, Wis. Stat. If you believe your response contains proprietary confidential information, please identify the basis for your claim. A claim of confidentiality does not guarantee exemption from disclosure.



Each insurer shall file an annual Cyber Security Certification, on or before March 1.

This filing requires utilization of the Financial Filing Portal. For those that currently do not have access to the Financial Filing Portal, please follow the instructions at [oci.wi.gov/Pages/Companies/MakeFinancialFilings.aspx](https://oci.wi.gov/Pages/Companies/MakeFinancialFilings.aspx) to obtain access.

Companies already registered do not have to register again. However, companies may want to register additional individuals to make these filings.

\* OCI may treat some or all of the information reported as public under ch. 19, Wis. Stat. If you believe your response contains proprietary confidential information, please identify the basis for your claim. A claim of confidentiality does not guarantee exemption from disclosure.