



TOWN MUTUAL ANNUAL STATEMENT FILING INSTRUCTIONS

The Office of the Commissioner of Insurance (OCI) has implemented a Financial Filing Portal for companies to securely make filings electronically with the Division of Financial Regulation. Use of the Financial Filing Portal is requested for all town mutuals. Prior to making your first filing, you must get a login and password to the Financial Filing Portal. Please refer to the instructions located at:

<https://oci.wi.gov/Pages/Companies/MakeFinancialFilings.aspx>

Important: Please upload each individual filing separately, using the appropriate document type on the portal. Submit each filing as one document, but do not combine different filing type documents together (e.g., Financial Statement, Signature page, CPA Checklist, are to be submitted as three different documents). Filing documents under the wrong doc types will result in the annual filing being incomplete and cause administrative actions ranging from frequent e-mail reminders to monetary fines. It is your responsibility to contact our office should you have any questions.

APPENDIX A MAPS THE TOWN MUTUAL FILING DOCUMENTS WITH THE FINANCIAL PORTAL DOCUMENT TYPE

Schedule of Fees and Fire Dues for Town Mutuals

The Fires Dues Report and Schedule of Fees forms have been combined into one document titled Schedule of Fees and Fire Dues for Town Mutuals. This document should be filed through the Financial Filing Portal by **MARCH 1**. Please refer to

<https://oci.wi.gov/Pages/Companies/PremiumTax.aspx> for remittance of taxes and fees.

The name in the portal is: “**Schedule of Fees**”.

Annual Statement and Signed Signature Page

Companies are required to complete the annual statement electronically, using the Excel template located on the OCI website at:

<https://oci.wi.gov/Pages/OCIForms/TownMut.aspx>

In addition to the Excel file, companies are required to submit a PDF version of the annual statement as well, this PDF version along with a separate signed Signature Page is the official public filing. [Note; The Excel file includes a macro for creating a PDF version.]

Companies are requested to submit both versions of the annual statement (Excel and PDF) through the Financial Filing Portal by February 15.

125 South Webster Street, P.O. Box 7873 | Madison, WI 53707-7873
p: 608-266-0953 | p: 1-800-236-8517 | f: 608-266-6237
ociinformation@wisconsin.gov | oci.wi.gov

The names in the portal are:

- **TM Financial Statement - PDF**
- **TM Electronic Annual Statement - Excel**
- **TM Signature Page**

Please note that the NAIC Company Code (CoCode) is required to be entered on the Jurat page. The CoCodes are listed on page three and four of these instructions.

CPA Audited Financial Statements

The following additional Wisconsin forms are due June 1. You will have to file one of the following:

- **CPA Audit Report AND Checklist** (Under ch. Ins 50, Wis. Adm. Code), OR
- **CPA Audit Exemption** Under ch. Ins 50, Wis. Adm. Code

The names in the portal are:

- **Audited Financial Statements**
- **Accountants Qualification Letter**
- **Communication of Internal Control Related Matters Noted in Audit**
- **Town Mutual CPA Audit Checklist**

Or if exempt:

- **Town Mutual Audit Exemption Affidavit**

Reinsurance Contract

Submit all executed reinsurance contracts as one document, no later than March 1.

The name in the portal is: **TM Reinsurance Contract**

Holding Company Registration Statement (Form B/C)

Companies that are members of a holding company system [own an agency] are required to submit a Form B/C (Annual Holding Company Registration Statement) through the Financial Filing Portal, no later than June 1.

The name in the portal is: **Holding Company Registration (Form B and C)**

Form F

Companies that are members of a holding company system are required to submit a Form F (Enterprise Risk Report) through the Financial Filing Portal, no later than June 1.

The name in the portal is: **Form F**

Corporate Governance Annual Disclosure Filing

All companies are required to file the Corporate Governance Annual Disclosure (CGAD) filing by June 1.

The CGAD should consist of a detailed narrative addressing the company's corporate governance structure and practices in the following areas:

- (1) Governance Framework & Structure;
- (2) Policies and Practices of the Board/Committees;
- (3) Policies for Directing Senior Management; and
- (4) Oversight of Critical Risk Areas.

The filing should include a cover letter explaining any changes from the prior year (if there have been no changes – this should be so stated). [However, the CGAD narrative from the prior year should be submitted – even if there haven’t been any changes.]

Please Note: Do not submit any other documentation (i.e. – Articles, Bylaws, Committee Charters or Policies and Procedures) unless the document is specifically referenced in the CGAD narrative, and there has been a change in the document from the prior year (which should be explained in the CGAD cover letter).

Submit the complete filing and a cover letter indicating any changes that have occurred since the prior year (**if no changes, the cover letter should state so**). Submitting just a cover letter is unacceptable.

The name in the portal is: **Corporate Governance Annual Disclosure**

[Note: The CGAD (narrative) and the cover letter should be submitted as a single PDF file.]

Annual Insurer Diversity Survey

All companies are required to file the annual Insurer Diversity Survey (Insurer Diversity) by June 1. The survey is available on the Financial Filing Portal.

The name in the portal is: **Diversity Survey**

NAIC Company Code (CoCode)

NAME	NAIC COMPANY CODE
ALL-STAR TOWN MUTUAL	11270
ARLINGTON MUTUAL FIRE INS CO	11785
ASHLAND COUNTY TOWN INS CO	11784
BARABOO FARMER'S MUTUAL INS CO	11783
BARRON MUTUAL INS CO	11782
BERRY & ROXBURY MUTUAL INS CO	11781
BLOOMINGTON FARMERS MUTUAL INS CO	11780
BRISTOL TOWN INS CO	11779
CALEDONIA MUTUAL FIRE INS CO	11778
CENTRAL WISCONSIN MUTUAL INS CO	11763
CLARNO MUTUAL INS CO	11776
COLUMBUS MUTUAL TOWN INS CO	11774
DARLINGTON MUTUAL INS CO	11769
DUPONT MUTUAL INS CO	11768
FALL CREEK	11765

FARMERS TOWN MUTUAL INS CO	11764
FRANKLIN FARMERS MUTUAL INS CO	11760
GREEN COUNTY MUTUAL INS CO	11759
(ETTRICK)HEARTLAND MUTUAL INS CO	11766
HELENVILLE MUTUAL INS CO	11757
HENRIETTA GREENWOOD & UNION MUTUAL FIRE INS CO	11756
HOLLAND MUTUAL FIRE INS CO	11755
JAMESTOWN MUTUAL INS CO	11752
KENOSHA COUNTY MUTUAL INS CO	11751
LAPRAIRIE MUTUAL INS CO	11750
LEBANON CLYMAN MUTUAL INS CO	11749
LIBERTY MUTUAL FIRE INS CO	11748
LUCK MUTUAL INS CO	11744
MARCELLON-COURTLAND SPRINGVALE MUTUAL INS CO	11743
MEDINA MUTUAL INS CO	11742
MERRIMAC-LODI MUTUAL INS CO	11741
MT PLEASANT-PERRY MIDDLETON MUTUAL INS CO	11735
NEW HOPE MUTUAL INS CO	11734
NORTHEASTERN MUTUAL INS CO	11732
NORTHERN FINNISH MUTUAL INS CO	11731
PELLA MUTUAL INS CO	11729
PRICE COUNTY TOWN MUTUAL INS CO	11728
RACINE COUNTY MUTUAL INS CO	11727
REEDSBURG WESTFIELD MUTUAL INS CO	11726
RIVER FALLS MUTUAL INS CO	11725
RIVER VALLEY MUTUAL INS CO	11607
SENECA SIGEL MUTUAL INS CO	11723
SOUTHEAST MUTUAL INS CO	11719
SPRING GROVE MUTUAL INS CO	11718
STOCKHOLM TOWN MUTUAL INS CO	11717
SUGAR CREEK MUTUAL INS CO	11713
THERESA MUTUAL INS CO	11658
TRADE LAKE MUTUAL INS CO	11655
TRI COUNTY MUTUAL TOWN INS CO	11653
WASHINGTON TOWN MUTUAL INS CO	11638
YORKVILLE & MT PLEASANT MUTUAL INS CO	11425

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APPENDIX A

Document	Portal Name	Frequency	Due Date
Financial Statement - Excel File	TM Electronic Annual Statement – Excel	Annual	2/15
Financial Statement – PDF	TM Financial Statement – PDF	Annual	2/15
Financial Statement – Signature Page	TM Signature Page	Annual	2/15
Investment Prospectuses	TM Investment Prospectuses	Annual (for New Type 1 Funds)	2/15
Reinsurance Contract	TM Reinsurance Contract	Annual	3/1
Schedule of Fees and Fire Dues for Town Mutuals	Schedule of Fees	Annual	3/1
Audited Financial Statement	Audited Financial Statement	Annual	6/1
Accountants Letter of Qualification	Accountants Qualification Letter	Annual	6/1
Communication of Internal Control Related Matters Noted in Audit	Communication of Internal Control Related Matters Noted in Audit	Annual	6/1
CPA Audit Checklist for Town Mutuals	Town Mutual CPA Audit Checklist	Annual	6/1
CPA Audit Exemption for Town Mutuals	Town Mutual Audit Exemption Affidavit	Annual	6/1 (if applicable)
Corporate Governance Annual Disclosure	Corporate Governance Annual Disclosure	Annual	6/1
Insurer Diversity	Diversity Survey	Annual	6/1
Designation of Independent CPA (if new CPA)	Designation of CPA	If new CPA firm	As needed (see Ch. Ins 50, Wis. Adm. Code)
Notification of Adverse Financial Condition	Notification of Adverse Financial Condition	As needed (issued by CPA)	See Ch. Ins 50, Wis. Adm. Code
Holding Co. Registration Statement – Forms B/C	Holding Company Registration (Form B and C)	Annual (if Company owns an agency)	6/1 (if Company owns an agency)
Form F – Enterprise Risk Report	Form F	Annual (if Company owns an agency)	6/1 (if Company owns an agency)