



Office of Insurance Regulation

MEMORANDUM

DATE: January 25, 2010

TO: **Title Insurers** - Financial Statement Contact Person

FROM: Robin Westcott, Director
Property & Casualty Financial Oversight

SUBJECT: 2009 FILING REQUIREMENTS

This package is designed to assist Title insurers in preparing their filings with the Florida Office of Insurance Regulation (Office). Please be advised that this checklist is provided as a reference document only and is not intended to alter, amend, or replace statutory requirements.

This package has been designed to conform to the format adopted by the NAIC Standard Reporting Formats Working Group. The working group's objective is to move towards uniformity in the states' filing requirements checklists.

Filings shall be made utilizing the 2009 Annual Statement Instructions and Blanks and the 2010 Quarterly Statement Instructions and Blanks adopted by the National Association of Insurance Commissioners (NAIC).

All filings should be made electronically through the Regulatory Electronic Filing System (REFS) via the Industry Portal located at <https://iportal.fldfs.com/ifile/default.asp>. This checklist has been revised to reflect the electronic requirements.

Notable highlights from this year's package include:

- See the Notes and Instructions section for the proper filing of premium tax returns and checks for payment of filing fees and premium tax payments with the Florida Department of Revenue.
- **All insurers must file electronically with the NAIC. All foreign insurers who are commercially domiciled in Florida must file according to the Domestic Checklist column.** Refer to Note N for the definition of "commercially domiciled".
- For a quick summary of the filing changes, please refer to **Note N – Filings new, discontinued or modified materially since last year; however, please note that all changes are not included in this note.**
- Changes in Actuary now requires a letter from the actuary addressed to the insurer stating whether the actuary agrees with the statements contained in the insurers' letter, and if not, stating the reasons for which he does not agree. The insurer shall provide both of these letters to the Office.
- In addition to the jurat page, the Actuarial Opinion, Risk Based Capital Report and Reinsurance Attestation Supplement are also **required** to be signed, and scanned to an electronic document. All domestic insurers will be required to submit the scanned document as an uploaded document into REFS.