

Kentucky Annual Filing Instructions

REQUIREMENTS / INSTRUCTIONS

Submit documents listed below in the order listed. If submitting hard copies, please **PAPER CLIP** the documents below in the correct order. **DO NOT USE STAPLES**.

NOTE: Please read instructions for proper submittals.

FIRST JURAT PAGE
 SECOND CERTIFICATE of ADVERTISING
 THIRD CERTIFICATE of DEPOSIT
(Deposits only required from foreign companies with LIFE, HEALTH, HMO, PROPERTY and CASUALTY statement types / Form 143 is required instead for our KY domiciled companies)
 LAST ALL OTHER INFORMATION (if required)

NOTE: ***For MUNICIPAL TAX questions, please call 502-564-1649.**

THINGS TO REMEMBER

- Foreign** insurance companies are no longer required to submit a hard copy or disk of their annual or quarterly statement to the Kentucky Department of Insurance (as of year-end 2014). Some state-specific forms are required to be filed via hardcopy as noted below. Please note on the checklists filings that are now accepted electronically. A copy of the signed Jurat Page must be filed on or before March 1, 2017.
- Domestic** insurance companies in Kentucky are required to submit to the Department of Insurance as of year-end 2016:
 - two (2) hard copies of the annual statement
 - one (1) hard copy of the quarterly statement

***PLEASE NOTE on the KY checklists that some domestic KY filings →
 ***(SUPPLEMENTAL) are NOW accepted electronically.

NOTE: Some STATE-SPECIFIC forms are required via hardcopy. Also, some electronic copies are acceptable as noted on checklists. Those authorized to be submitted electronically should be sent to

DOI.FinancialStandardsMail@ky.gov

- Domestic** companies must submit hard copies but may pay online. For information on submitting an electronic payment, please see instructions on page 4, steps 7-13.
- All annual statement filings submitted to the Kentucky Department of Insurance shall be completed in accordance with the National Association of Insurance Commissioners' Accounting Practices and Procedures Manual, as amended, pursuant to KRS 304.3-240.

MAILING and FAX INFORMATION

REGULAR POSTAL MAIL ONLY	FEDERAL EXPRESS, DHL, UPS, etc.
Kentucky Department of Insurance Attn.: Financial Standards and Examination Division P.O. Box 517 Frankfort, KY 40602-0517 FAX 502-564-4604	Kentucky Department of Insurance Attn.: Financial Standards and Examination Division 215 West Main Street Frankfort, KY 40601 FAX 502-564-4604

NOTE: The physical (↗) address should ONLY be used for Express mail.

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DEADLINE INFORMATION

If mailed, all filings **must be postmarked** no later than the due date (due date will depend on the information being submitted) even if that due date falls on a weekend or holiday. But do not forget, online submittal is an option now.

LATE FILING PENALTIES

Companies will be fined **\$100 per day** for a late filing, provided an extension has been granted. In cases where an extension has not been granted, companies will be fined **\$100 per day PLUS an additional** civil penalty of **\$1,000** may be assessed.

PREMIUM TAX PAYMENTS – Go to the Department of Revenue

NOTE:
Please DO NOT Submit
PREMIUM TAX payments to
the KY Department
of Insurance.

Department of Revenue P.O. Box 1303 Frankfort, KY 40602-1303	OR	Department of Revenue 501 High St Frankfort, KY 40601
DEPARTMENT OF REVENUE TELEPHONE NUMBER: 502-564-4810		

EXCEPTIONS TO NORMAL FILINGS (Extensions)

Foreign companies must supply a written copy of any extension received by the state of domicile at least **10 days** prior to the filing date to receive same from Kentucky. **Domestic** companies should apply at least **30 days** prior to the due date.

CERTIFICATE OF DEPOSIT

All insurers must obtain a Certificate of Deposit from the state of domicile. Foreign insurers must maintain \$1,000,000 in cash or securities in another state for the benefit of all policyholders or post \$1,000,000 in cash or securities in a Safekeeping Agreement in a Kentucky-approved bank. To show compliance, **Certificates of Deposit are required to be submitted on or before March 1 of each year.**

HOLDING COMPANY REGISTRATION STATEMENT

One (1) copy is required to be filed only by Kentucky **domestic** insurers. Filing deadline is April 1.

RENEWAL FEES – Go to the Department of Insurance

Information is sent to annual statement contact person.

NOTE: DO NOT send renewal fees to the Department of Revenue. They are shown on the Premium Tax Return for the purpose of calculating the retaliatory tax only.

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DOMESTIC LIFE INSURERS ACTUARIAL VERIFICATION REQUIREMENT

When Exhibits 5 through 8 are completed, each DOMESTIC LIFE INSURER should provide the following data to the **Ky Department of Insurance, Financial Standards & Examination Division, either by fax, regular postal mail (address and fax # provided on first page of these instructions) or by e-mail – DOI.FinancialStandardsMail@ky.gov .**

- (1) A **SIGNED Actuarial Certification** as required by KRS 304.2-205(2) for the 2015 Annual Statement Blank. The Actuarial Certification **must be completed** in accordance with the NAIC Model Actuarial Opinion and Memorandum Regulation for the Statement of Actuarial Opinion.
- (2) **Completed** Exhibits 5 through 8 for 2015.
- (3) The **number of policies and the amount of insurance**, where applicable, for each line and column of Exhibit 5 for 2015.
- (4) **All supplemental answers to questions**, explanation and notes connected with Exhibits 5 through 8 as required by the NAIC instructions for filing the annual statement for 2015.

RISK RETENTION GROUPS / ACCREDITED REINSURERS

Annual Statement – copy of signed Jurat Page (1 copy)

Audited financial statement (1 copy)

OTHER APPROVED REINSURERS

Annual Statement – copy of signed Jurat Page (1 copy)

Other approved reinsurers can locate a Check Remittance Form specifically for them on our website.

Go to the Financial Standards and Examination **Forms and Documents** page and refer to the **Other Approved Reinsurers** section.

SURPLUS LINES

Annual Statement – copy of signed Jurat Page (1 copy)

Surplus lines companies can locate a Check Remittance Form specifically for them on our website.

Go to the Financial Standards and Examination **Forms and Documents** page and refer to the **Surplus Lines** section.

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PAYMENT AND FILING GUIDANCE

ALL licensed and registered companies are required to pay online or to acknowledge payment is being sent online through the **eServices** link on DOI's main webpage. Domestic companies should refer to steps 7-13 below.

1. Enter the **eServices** USERNAME and PASSWORD sent to the annual statement contact person in December.
2. Select **Upload Annual Statement Filing Documents**.
3. Click on the company name.
4. On the next screen, check the boxes next to the files to be uploaded, enter the file name or browse to find the documents. Click the **Upload** button.
5. If the company president's name needs to be updated, please check the box in the **President Information** section.
6. Add **Par/Market Values** and click **Submit Filing**.
7. To pay, select the **Annual Statement Filing Payment** option from the **eServices** Main Menu.
8. Check the box under the **Select** column of the company or companies you are required to pay.
9. Click the **Submit** button. Your selected company or companies will appear in a list.
10. Click the **Complete Filing** button to process your payment and/or submittal.
(Please Note: Buttons to remove or add information are also available for corrections or updates as needed. If you need to remove a fee, please check the box associated with the company PRIOR to selecting the **Remove** and **Company Filing** buttons.)
11. Once the **Complete Filing** button is clicked, the user will be transferred to a **Transaction / Order Information** screen.
12. Click **Checkout/Complete Order** button to submit the transaction so that the method of payment information can be entered. We accept CREDIT CARDS (*Visa, MasterCard, Discover, and American Express*) and ACH / ELECTRONIC CHECK payments. *Please note a Portal Administration Fee will be charged; an additional \$2.95 will be charged per \$100 for CREDIT CARD transactions and a flat fee of \$1.00 will be charged for ACH / ELECTRONIC CHECK transactions. Also note, if you are utilizing ACH / ELECTRONIC CHECK method, we only accept payments from United States' affiliated banks.*
 - If you select the CREDIT CARD method, you will need to enter the card details (number, expiration date, security code) and the cardholder details (name, address) and then click the **Next** button.
OR
 - If you select the ACH / ELECTRONIC CHECK method, you will need to answer the **Indicate IAT ACH Information** question, enter the account details (account type, customer type, routing number, account number, verification numbers), the account holders details (name, address, phone number) and then click the **Next** button.
13. Once the payment information is entered, click the **PAY NOW** button. A **Transaction Details** screen will appear that provides the user with a status of the request.

ADDITIONAL PAYMENT OPTIONS

An additional OPT OUT MAILING button has been added to accommodate any companies that do not have electronic payment capabilities. If the OPT OUT MAILING is selected, a check remittance form will be populated to be printed and included with your payment. Please note, if you choose this OPT OUT MAILING option, you are acknowledging, as of the transaction date, you will be sending the Department payment prior to March 1, 2017. You are also agreeing that if the payment is not received by our deadline, you are aware and consent to a monetary penalty being applied immediately.

QUESTIONS/CONCERNS

If you have any questions or concerns, please contact the KY DOI/ Financial Standards and Examination Division:
MAIN LINE: 502-564-6082 – Direct inquiries to Susan Perkins or Rodney Hugle
E-mail: DOI.FinancialStandardsMail@ky.gov or staff emails Susan.Perkins@ky.gov or Rodney.Hugle@ky.gov