

# Kentucky Annual Filing Instructions

## REQUIREMENTS / INSTRUCTIONS

Due to Covid-19, we are requesting documents listed below to be submitted Kentucky Online Gateway (KOG).

**NOTE: Please read instructions for proper submittals.**

FIRST  
SECOND  
THIRD

**JURAT PAGE**  
**CERTIFICATE OF ADVERTISING**  
**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)*

**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). 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, 2021.
- **Domestic** insurance companies in Kentucky are required to submit to the Department of Insurance as of year-end 2020:
  - One (1) electronic copies of the annual statement
  - One (1) electronic copy of the quarterly statement

**\*\*\* PLEASE NOTE** on the KY checklists that all domestic KY filings are NOW accepted electronically.

- **Domestic** companies may pay online. For information on submitting an electronic payment, please see instructions on page 4, steps 7-13.
- All annual and quarterly 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.

**NOTE:**  
*All electronic copies are acceptable as noted on checklists. Those authorized to be submitted electronically should be sent to:*

[DOI.FinancialStandardsMail@ky.gov](mailto:DOI.FinancialStandardsMail@ky.gov)

### MAILING INFORMATION

REGULAR POSTAL MAIL ONLY	FEDERAL EXPRESS, UPS, etc.
Kentucky Department of Insurance Attn.: Financial Standards and Examination P.O. Box 517 Frankfort, KY 40602-0517	Kentucky Department of Insurance Attn.: Financial Standards and Examination 500 Mero Street 2SE11 Frankfort, KY 40601

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

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## DEADLINE INFORMATION

All filings **must be postmarked or electronic date stamped** 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 Kentucky 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 and domestic* companies must supply a written copy via **divisional email** ([doi.financialstandardsmail@ky.gov](mailto:doi.financialstandardsmail@ky.gov)) to the attention of the Director. **Any extension requested should apply at least 10 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

**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, Division of Financial Standards & Examination, e-mail – [DOI.FinancialStandardsMail@ky.gov](mailto:DOI.FinancialStandardsMail@ky.gov)**.

- (1) A **SIGNED Actuarial Certification** as required by KRS 304.2-205(2) for the 2020 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 2020.
- (3) The **number of policies and the amount of insurance**, where applicable, for each line and column of Exhibit 5 for 2020.
- (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 2020.

## **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.

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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. Access to your eServices account is now managed through the Kentucky Online Gateway (KOG). If you have never logged into our eServices site, or if you need to create a profile, go to [eServices](#) main page and click **Request New Roles**, then select User Type **Insurer: Annual Financial Statement**. Setup instructions for each account type are included on the page. There are various opportunities to update your information while accessing eServices. If you have previously logged into eServices, you can update your account via the **Update Account** link located at the bottom of the main menu. Once you have successfully logged into your eServices account, follow the steps below.
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 upload or browse to find the documents by clicking the **Choose File** button. After selecting the files to upload, Click the **Upload** button.
5. If the company president's name needs updating, 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 and enter the method of payment information. 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, 2021. 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: **MAIN LINE: 502-564-6082** – Direct inquiries to **Rodney Hugle, Ardena Rogers, Gina Metts or Victoria Lloyd**  
email: [DOI.FinancialStandardsMail@ky.gov](mailto:DOI.FinancialStandardsMail@ky.gov) or staff emails [Rodney.Hugle@ky.gov](mailto:Rodney.Hugle@ky.gov),  
[ArdenaK.Rogers@ky.gov](mailto:ArdenaK.Rogers@ky.gov), [Gina.Metts@ky.gov](mailto:Gina.Metts@ky.gov), [Victoria.Lloyd@ky.gov](mailto:Victoria.Lloyd@ky.gov)