# COUNTY MUTUAL COMPANIES CHECKLIST

NORTH DAKOTA INSURANCE DEPARTMENT

SFN 53137 (1-2017)

## FILING CHECKLIST FOR THE STATE OF NORTH DAKOTA - Filings Made During Year 2017

| Company Name | |
|---|---|
| Contact | Telephone Number |

| Checklist | Required Filings * | Due Date | Number of Copies |
|---|---|---|---|
| | Renewal Statement and Fees (electronic submission on Online Renewal System) | 3/1 | 1 |
| | Abstract of Statement | 3/1 | 2 |
| | Fire District Report (if applicable) | 3/1 | 1 |
| | Premium Tax Reports | 3/1, 5/30, 8/29, 11/29 | 1 |
| | Annual Statement (electronic submission and hardcopy Jurat page) | 3/1 | 1 |
| | Interim Financial Statement as of August 31 (electronic submission) | 9/15 | 1 |

* North Dakota has adopted the NAIC updated Holding Company Model Act, a Form F is required by 3/1 by holding company groups.

## APPLICABLE PROVISIONS OF THE NORTH DAKOTA CENTURY CODE

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|---|---|
| 26.1-02-02 | Renewal of Certificate of Authority |
| 26.1-03-07 | Each Company is required to file an annual statement by March 1 deadline unless deadline falls on a weekend then following business day. |
| 26.1-03-09 | Statement to be verified by specified officers |
| 26.1-03-10 | Publication of abstract of annual statement |
| 26.1-03-16 | Penalty for not making and filing statement or false statement |
| 26.1-03-17 | Premium tax payments and penalties |

**NOTES AND INSTRUCTIONS**

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| Forms on Department Website | All forms on available on the Department's Website at:<br>http://www.nd.gov/ndins/company/details.asp?ID=154 |
| Required Filings Contact Person | Company Licensing<br>(701) 328-3328 |
| Mailing Address | Office of the Insurance Commissioner<br>600 East Boulevard Avenue, Dept. 401<br>Bismarck, ND 58505 |
| Delivery Instructions | All hardcopy filings must be postmarked no later than the due date.<br>If the due date falls on a weekend or holiday, then the deadline is extended to the next business day. Electronic filings must be submitted by the due date. |
| Late Filings | Companies will be fined $100 per day for a late annual statement filing. A company's license may be suspended if the annual statement is delinquent.<br>N.D.C.C. Sec. 26.1-03-16<br>Companies will be fined $25 per day for delinquent renewal fees. N.D.C.C. 26.1-02-02 |
| Original Signatures - Jurat Page | Original signatures are required on all filings from domestic companies. The following officers are required to sign the annual statement: President or Vice President, Secretary, and Treasurer. If lieu of officer signatures, a majority of Directors may sign. N.D.C.C. Sec. 26.1-03-09 |
| Amended Filings | Signature requirements are the same as for the original filing. |
| Extension Requests | Extensions are not granted on annual statement or premium tax deadlines. |
| Annual Statement | The County Mutual Annual Statement must be submitted electronically by CD-Rom or e-mail attachment to ytkeniston@nd.gov and a signed jurat page must be submitted by hardcopy mailing.<br><br>The County Mutual Annual Statement is a fillable Excel spreadsheet that is available on the Department's website at:<br>http://www.nd.gov/ndins/companies/companyreportingforms/countymutualinsurers/<br>Do not open this file directly but rather download the file to your PC's hard drive. Select the "Save" or "Save Target As" option. Save the file to a sub-directory on your computer. Once you have saved the file, you can locate the file on your computer using File Manager or Windows Explorer. When opening the file, a pop-up box will ask about updating the file's links, select "Don't Update". A second pop-up will ask about disabling macros, click "OK". If you have problems using this file, call the contact number noted above. |
| Interim Financial Statement | An interim Financial Statement as of August 31 must be submitted electronically by diskette, CD-Rom or e-mail attachment to ytkeniston@nd.gov using the interim statement blank that is available on the Department's website as noted above. A signed jurat page is not required for this filing. |
| Premium Tax Reports | Premium tax reports should not be submitted with the annual statement filing. The Reconciled report is due March 1. Estimated reports are due May 30, August 29, and November 29. Reports must be filed even if zero tax is reported.<br><br>A separate check for the payment of premium tax is required. Do not send one check for the payment of premium tax and renewal fees. |
| Fire District Report | If possible, the Fire District Report should be submitted on CD or via e-mail in lieu of a hardcopy report. Send to sweisz@nd.gov.<br>No need to submit if zero premium on lines 1, 2.1, 3, 4, and 5.1. The report needs to be completed even if line 7 on the totals page is negative. |