

**2020 FILING CHECKLIST FOR: Vermont Domestic Risk Retention Group and Association Captives**

This checklist is not inclusive of all Vermont DFR regulatory requirements; The Commissioner may require additional documents/filings as warranted.

**Electronic Submissions only (except license renewal fees). See Filing address per filing type.**

 See Title 8: Banking and Insurance/Chapter 141: Captive Insurance Companies and Chapter 142: RRG [Vermont Statute Section 8 - see Chapters 141 and 142](#)

Filing Type/Details	Description/Filing address	Due Date **/Date Submitted
<b>NAIC FINANCIAL STATEMENT</b>	Submit one unsecured PDF (reference captive name and license # in file name)	Prior to 3/1 **
<b>Property &amp; Casualty</b>		
All Filers (as of 12/31/xxxx)	Electronic Address: <a href="mailto:DFR.CaptiveFinancialFilings@vermont.gov">DFR.CaptiveFinancialFilings@vermont.gov</a>	
<b>Annual Statement (8 1/2" x 14")</b>	Signed and notarized Jurat Page (verified by oath of two of its executive officers) Please see temporary guidance on notarization here: <a href="#">Temporary Notarization Guidance</a>	
	Copy of executed Vermont Premium Tax Return and applicable support (* Link to myVTax at bottom of this page)	
<b>NAIC Supplements (if applicable)</b>	Risk-Based Capital (RBC) Report	
	Reinsurance Summary Supplemental	
	Reinsurance Attestation Supplement	
	Stockholder Information Supplement - Schedule SIS	
	Supplement A (Medical Malpractice Supplement)	
	Supplemental Compensation Exhibit (Filed with Vermont only)	
	Director and Officer Insurance Coverage Supplement (also due Quarterly)	
	Schedule Y-Part 1 (organizational chart) must be completed by all domestic RRGs, regardless of holding company status	
	Submit one unsecured PDF (reference RRG or captive name and license # in file name)	Prior to 4/1 **
<b>NAIC Supplements (if applicable)</b>	Electronic Address: <a href="mailto:DFR.CaptiveFinancialFilings@vermont.gov">DFR.CaptiveFinancialFilings@vermont.gov</a>	
	Insurance Expense Exhibit	
	Management Discussion & Analysis	
	Supplemental Investment Risk Interrogatories	
	Cybersecurity and Identity Theft Insurance Coverage	
<b>NAIC QUARTERLY STATEMENT</b>	Submit one unsecured PDF (reference RRG or captive name and license # in file name)	Due Quarterly 5/15, 8/15, 11/15
<b>Domestic RRG's only</b> (as of 3/31/xxxx) (as of 6/30/xxxx) (as of 9/30/xxxx)	Electronic Address: <a href="mailto:DFR.CaptiveFinancialFilings@vermont.gov">DFR.CaptiveFinancialFilings@vermont.gov</a>	
	NAIC Quarterly Statement Form (Due 5/15/xxxx)	
	NAIC Quarterly Statement Form (Due 8/15/xxxx)	
	NAIC Quarterly Statement Form (Due 11/15/xxxx)	
<b>HOLDING COMPANY SYSTEM REGULATION FOR RRGs CHARTERED IN VERMONT C-2012-2</b>	Submit one unsecured PDF (reference RRG and NAIC # in file name)	On or before 3/15
<b>Domestic RRGs only</b> (as of 12/31/xxxx)	Electronic Address: <a href="mailto:DFR.CaptiveFinancialFilings@vermont.gov">DFR.CaptiveFinancialFilings@vermont.gov</a>	
<b>Holding Company Filings (if applicable)</b>	Holding Company Form A, B, C & F (unless exemption or disclaimer of affiliation business plan approval on file)	
<b>ACTUARIAL</b>	Submit one unsecured PDF (reference RRG or captive name and license # in file name)	
All Filers (as of 12/31/xxxx)	Electronic Address: <a href="mailto:DFR.CaptiveFinancialFilings@vermont.gov">DFR.CaptiveFinancialFilings@vermont.gov</a>	
	<a href="#">Certified By Vermont approved Actuary</a>	
<b>Certification of Loss Reserves and Loss Expense Reserves</b>	<a href="#">Audited Financial Statement and Statement of Actuarial Opinion Submittal Form</a>	
	Statement of Actuarial Opinion	On or before 3/1
	Actuarial Opinion Summary (filed with VT DFR only)	On or before 3/15
<b>LICENSE RENEWAL FEE</b>	\$500 payable to: Vermont Department of Financial Regulation; include License #/Captive Name	On or before 4/1
All Filers (annually)	Mail to: VTDFR-Captives, 89 Main St, Drawer 20, Montpelier, VT 05620-3101 or by Wire: for confirmation of Wire Transfer Instructions contact (802) 828-3304	
<b>AUDIT</b>	Submit one unsecured PDF (reference RRG or captive name and license # in file name)	On or before 6/30
All Filers (as of 12/31/xxxx)	Electronic Address: <a href="mailto:DFR.CaptiveFinancialFilings@vermont.gov">DFR.CaptiveFinancialFilings@vermont.gov</a>	
	<a href="#">Certified By Vermont Approved CPA</a>	
<b>Audited Financial Statement</b>	Audited Financial Statement*, including: <a href="#">Audited Financial Statement and Statement of Actuarial Opinion Submittal Form</a>	
	Report of Evaluation of Internal Controls	
	Accountant's Letter of Qualifications	
	<a href="#">Certification of Review of Audit Work Papers</a>	
	CPA Awareness Letter	
	*RRGs must follow Model Audit Rules (MAR) - See C-2012-1	
*****REMINDER to submit NAIC REGULATORY REPORTING to NAIC.org (Financial Filings) as required*****		
<b>OTHER REQUIRED FILINGS:</b>		
<b>BOARD INDEPENDENCE</b>	Submit one combined unsecured PDF (reference captive name and license # in file name)	Due following annual meeting or no later than 12/31/xxxx
All RRG Filers (annually)	Electronic Address: <a href="mailto:DFR.CaptiveMail@vermont.gov">DFR.CaptiveMail@vermont.gov</a>	
	<a href="#">RRG Board Independence Determination Form</a>	
<b>PARENT/SPONSOR COMPANY ANNUAL FINANCIAL STATEMENT</b>	Submit one unsecured PDF (reference RRG or captive name and license # in file name) or link to online	Due annually upon issuance
All Filers (as of Parent company year-end)	Electronic Address: <a href="mailto:DFR.CaptiveFinancialFilings@vermont.gov">DFR.CaptiveFinancialFilings@vermont.gov</a>	
	Annual Financial Statements of ultimate controlling parent. Note: Foreign must be converted to US\$ and marked as Private and Confidential, if applicable.	
<b>REINSURER AUDITED FINANCIAL STATEMENT</b>	Submit one unsecured PDF (reference RRG or captive name and license # in file name) or link to online	Due annually upon issuance
Approved Affiliated or Captive Approved Reinsurer Filers Only (as of Reinsurer year-end)	Electronic Address: <a href="mailto:DFR.CaptiveFinancialFilings@vermont.gov">DFR.CaptiveFinancialFilings@vermont.gov</a>	
	Annual Financial Statement	
<b>PRO FORMA FINANCIAL STATEMENTS</b>	Submit one combined unsecured PDF (reference captive name and license # in file name)	Due every 5 years; if not in line with actual; or upon request
All Filers	Electronic Address: <a href="mailto:DFR.CaptiveMail@vermont.gov">DFR.CaptiveMail@vermont.gov</a>	
	Pro Forma including cover letter and assumptions (for review and approval)	

\*NOTE: The Captive Insurance Premium Tax (CPT) returns and payments are to be filed no later than March 15th and are to be electronically filed and paid via the Vermont Department of Taxes online system (new look same system)

<https://www.myvtax.vermont.gov/>

\*\* Please note that for our domestic filing due date references of "Prior to", for our purposes we interpret the date to be the same as would fall under our domestic filing due date reference "On or before". Example: If the Due date is Prior to March 15th, we consider the filing due date to be no later than March 15th, after which an extension would need to be requested. If a statutory due date falls on a weekend or a public holiday, it would then fall as due by the next business day.