

Domestic Captives Checklist – Association (not filing NAIC Statement), Branch, Industrial Insured, Pure and Sponsored

(Printable Reference Tool) – Print on legal sized paper

Filing	✓	Description	Due Date/Date Submitted
DELIVERY ADDRESS: Electronic Submissions only		Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	DUE DATE
Vermont Captive Annual Report (VCAR)		Submit one unsecured PDF (reference captive name and license # in file name)	Date Submitted:
<i>To be used by all domestic filers not required to file NAIC Statement</i>		Submit completed Excel file (reference captive name and license # in file name)	Date Submitted:
If December 31 Year End		Use Excel VCAR Long Form (as of 12/31/xxxx)	Prior to 3/15 Date Submitted:
		Signed and notarized Jurat Page (verified by oath of two of its executive officers)	
		Copy of executed Vermont Premium Tax Return (Link to myVTax at bottom of page)	
		Use Excel VCAR Separate Form – for required separate reporting for each insurance subsidiary or each separate cell by contract.	
		Use Excel VCAR IPC Form – for required separate reporting by each Incorporated Protected Cell	
or			
If Fiscal Year End		Use Excel VCAR Short Form (as of 12/31/xxxx)	Prior to 3/15 Date Submitted:
		Signed and notarized Jurat Page (verified by oath of two of its executive officers)	
		Copy of executed Vermont Premium Tax Return (see filing instructions at bottom of page)	
and			
If Fiscal Year End		Use Excel VCAR Long Form (as of Fiscal Year-end date)	75 days after Fiscal Year End Date Submitted:
		Signed and notarized Jurat Page (verified by oath of two of its executive officers)	
License Renewal Fee		\$500 payable to: Vermont Department of Financial Regulation	4/1
All Filers		<i>Mail to: VTDFR-Captives, 89 Main St, Drawer 20, Montpelier, VT 05620-3101</i>	Date Submitted:
		<i>or by Wire: for confirmation of Wire Transfer Instructions contact (802) 828-3304</i>	Date Submitted:
Audit		Submit one combined unsecured PDF (reference captive name and license # in file name)	Date Submitted:
Audited Financial Statement		<i>Certified By Vermont Approved CPA</i>	
If December 31 Year End		Audited Financial Statement, including:	On or before 6/30
		Report of Evaluation of Internal Controls	On or before 6/30
		Accountant's Letter of Qualifications	On or before 6/30
		Certification of Review of Audit Work Papers	On or before 6/30
or			
If Fiscal Year End		Audited Financial Statement, including:	Within 180 days after fiscal year end
		Report of Evaluation of Internal Controls	Within 180 days after fiscal year end
		Accountant's Letter of Qualifications	Within 180 days after fiscal year end
		Certification of Review of Audit Work Papers	Within 180 days after fiscal year end
Actuarial		Submit one combined unsecured PDF (reference captive name and license # in file name)	Date Submitted:
Certification of Loss Reserves and Loss Expense Reserves		<i>Certified By Vermont approved Actuary</i>	
If December 31 Year End		Statement of Actuarial Opinion	On or before 6/30
or			
If Fiscal Year End		Statement of Actuarial Opinion	Within 180 days after fiscal year end
Parent/Sponsor Company Annual Financial Statements		Submit one unsecured PDF with reference to captive name and license # or Link to online report (in US\$)	Due annually upon issuance
All Filers		Annual Financial Statements of ultimate controlling parent. Note: Foreign must be converted to US\$ and mark as Private and Confidential, if applicable.	Date Submitted:
Reinsurer Annual Financial Statements		Submit one unsecured PDF with reference to captive name and license # or Link to online report (in US\$)	Due annually upon issuance
Approved Affiliated or Captive Approved Reinsurer Filers Only			Date Submitted:
Other Required Filings		Submit one combined unsecured PDF (reference captive name and license # in file name)	
Pro Forma Financial Statements		Due every five years unless requested sooner	Date Submitted:

The Captive Insurance Premium Tax 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, myVTax, at https://myvtax.vermont.gov/_/