

**2021 FILING CHECKLIST FOR: Domestic Captives NOT filing an NAIC Statement**
**Agency, Association, Branch, Industrial Insured, Pure and Sponsored**

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 14I: Captive Insurance Companies [Vermont Statute Title 8 Chapter 14I](#)

Filing	✓	Description	Due Date **/Date Submitted
<b>VERMONT CAPTIVE ANNUAL REPORT (VCAR)</b>		Submit one unsecured PDF (reference captive name and license # in file name)	
<a href="#">Follow VCAR general instructions</a>		Submit completed Excel file (reference captive name and license # in file name)	
		Electronic Address: <a href="mailto:DFR.CaptiveFinancialFilings@vermont.gov">DFR.CaptiveFinancialFilings@vermont.gov</a>	
<b>If December 31 Year End</b>		<b>Use Excel VCAR Form</b>	<b>Prior to 3/15 **</b>
		(as of 12/31/xxxx)	
		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 (Link to myVTax at bottom of this page)	
		<b>Use Excel VCAR IPC Form</b> - for required separate reporting by <b>Incorporated Protected Cells</b>	
		<b>Use Excel VCAR Supplemental Form</b> - for required separate reporting for each insurance subsidiary or unincorporated protected cells by contract.	
		<b>For Fiscal Year End filers</b> - Copy of executed Vermont Premium Tax Return (Link to myVTax at the bottom of this page) AND VCAR page 5 as support of the reported premium written for the calendar year.	
<b>Or If Fiscal Year End</b>		<b>Use Excel VCAR Form</b>	<b>Within 75 days after fiscal year end</b>
		(as of Fiscal Year-end date)	
		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>	
<b>LICENSE RENEWAL FEE</b>		<b>\$500 payable to: Vermont Department of Financial Regulation; include License #/Captive Name</b>	<b>On or before 4/1</b>
<b>All Filers</b>		Mail to: VTDFR-Captives, 89 Main St, Drawer 20, Montpelier, VT 05620-3101	
(annually)		or by <b>Wire</b> : for confirmation of Wire Transfer Instructions contact (802) 828-3304	
<b>AUDIT</b>		Submit one unsecured PDF (reference captive name and license # in file name)	<b>On or before 6/30</b>
<b>Audited Financial Statement</b>		Electronic Address: <a href="mailto:DFR.CaptiveFinancialFilings@vermont.gov">DFR.CaptiveFinancialFilings@vermont.gov</a>	
<b>If December 31 Year End</b>		<a href="#">Certified By Vermont Approved CPA</a>	
		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>	
<b>Or If Fiscal Year End</b>			<b>Within 180 days after fiscal year end</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>	
<b>ACTUARIAL</b>		Submit one unsecured PDF (reference captive name and license # in file name)	
		Electronic Address: <a href="mailto:DFR.CaptiveFinancialFilings@vermont.gov">DFR.CaptiveFinancialFilings@vermont.gov</a>	
<b>Certification of Loss Reserves and Loss Expense Reserves</b>		<a href="#">Certified By Vermont approved Actuary</a>	
		<a href="#">Audited Financial Statement and Statement of Actuarial Opinion Submittal Form</a>	
<b>If December 31 Year End</b>		Statement of Actuarial Opinion	<b>On or before 6/30</b>
<b>or If Fiscal Year End</b>		Statement of Actuarial Opinion	<b>Within 180 days after fiscal year end</b>
<b>PARENT/SPONSOR ANNUAL FINANCIAL STATEMENT</b>		Submit one unsecured PDF (reference captive name and license # in file name)	<b>Due annually upon release</b>
<b>All Filers</b>		Electronic Address: <a href="mailto:DFR.CaptiveFinancialFilings@vermont.gov">DFR.CaptiveFinancialFilings@vermont.gov</a>	
(as of Parent company year-end)		Annual Financial Statements of ultimate controlling parent. <b>Note:</b> Foreign currency must be converted to US\$ and statements marked as Private and Confidential, if applicable.	
<b>REINSURER AUDITED FINANCIAL STATEMENT</b>		Submit one unsecured PDF (reference captive name and license # in file name)	<b>Due annually upon release</b>
<b>Approved Affiliated or Captive Approved Reinsurer Filers Only</b>		Electronic Address: <a href="mailto:DFR.CaptiveFinancialFilings@vermont.gov">DFR.CaptiveFinancialFilings@vermont.gov</a>	
(as of Reinsurer year-end)		Audited Financial Statement	

\*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

<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.