

**2024 ANNUAL 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 141: Captive Insurance Companies <https://legislature.vermont.gov/statutes/chapter/08/141>

Filing Type/Details	✓	Description/Filing Address	Due Date **/Date Submitted
VERMONT CAPTIVE ANNUAL REPORT (VCAR)		Submit one unsecured PDF (reference captive name and license # in file name)	
Follow VCAR general instructions		Submit completed Excel file (reference captive name and license # in file name)	
		Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
If December 31 Year End		Use Excel VCAR Forms	Prior to 3/15 **
		(as of 12/31/xxxx)	
		VCAR and Premium Tax Return (copy) Submittal Form	
		Signed and notarized Jurat Page (verified by oath of two of its executive officers) Please see guidance on notarization here: Notarization Guidance	
		Copy of executed Vermont Captive Insurance Tax Return (Link to myVTax at bottom of this page)	
		Use Excel VCAR IPC Form - for required separate reporting by Incorporated Protected Cells	
		Use Excel VCAR Supplemental Form - for required separate reporting for each insurance subsidiary or unincorporated protected cells by contract.	
		For Fiscal Year End filers - 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.	
Or If Fiscal Year End		Use Excel VCAR Forms	Within 75 days after fiscal year end
		(as of Fiscal Year-end date)	
		VCAR and Premium Tax Return (copy) Submittal Form	
		Signed and notarized Jurat Page (verified by oath of two of its executive officers) Please see temporary guidance on notarization here: Notarization Guidance	
LICENSE RENEWAL FEE		\$500 payable to: Vermont Department of Financial Regulation; include License #/Captive Name	On or before 4/1
All Filers		Mail to: VTDFR-Captives, 89 Main St, Drawer 20, Montpelier, VT 05620-3101	
(annually)		or by Wire: for confirmation of Wire Transfer Instructions contact (802) 828-3304	
AUDIT		Submit one unsecured PDF (reference captive name and license # in file name)	On or before 6/30
Audited Financial Statement		Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
If December 31 Year End		Certified By Vermont Approved CPA	
		Audited Financial Statement, including: Audit Submittal Form	
		Report of Evaluation of Internal Controls	
		Accountant's Letter of Qualifications	
		Certification of Review of Audit Work Papers	
Or If Fiscal Year End			Within 180 days after fiscal year end
		Audited Financial Statement, including: Audit Submittal Form	
		Report of Evaluation of Internal Controls	
		Accountant's Letter of Qualifications	
		Certification of Review of Audit Work Papers	
ACTUARIAL		Submit one unsecured PDF (reference captive name and license # in file name)	
		Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
Certification of Loss Reserves and Loss Expense Reserves		Certified By Vermont approved Actuary	
		Actuarial Opinion Submittal Form	
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 ANNUAL FINANCIAL STATEMENT		Submit one unsecured PDF (reference captive name and license # in file name)	Due annually upon release
All Filers		Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
(as of Parent company year-end)		Annual Financial Statements of ultimate controlling parent. Note: Foreign currency must be converted to US\$ and statements marked as Private and Confidential, if applicable.	
REINSURER AUDITED FINANCIAL STATEMENT		Submit one unsecured PDF (reference captive name and license # in file name)	Due annually upon release
Approved Affiliated or Captive Approved Reinsurer Filers Only		Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
(as of Reinsurer year-end)		Audited Financial Statement	

*NOTE: The Vermont Captive Insurance Tax Returns (CPT) 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/>

** NOTE: 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.