

**2023 ANNUAL/2024 QUARTERLY FILING CHECKLIST FOR Vermont Domestic Risk Retention Groups**

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 RRG 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="#">Notarization Guidance</a>	
<b>NAIC Supplements (if applicable)</b>	Risk-Based Capital (RBC) Report Reinsurance Summary Supplemental Reinsurance Attestation Supplement Stockholder Information Supplement - Schedule SIS Supplement A to Schedule T (Medical Professional Liability Supplement) 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 Copy of executed Vermont Captive Insurance Tax Return and support of reported premium (* Link to myVTax at bottom of this page) Due by 3/15	
	Submit one unsecured PDF (reference RRG name and license # in file name)	Prior to 4/1 **
	Electronic Address: <a href="mailto:DFR.CaptiveFinancialFilings@vermont.gov">DFR.CaptiveFinancialFilings@vermont.gov</a>	
<b>NAIC Supplements (if applicable)</b>	Insurance Expense Exhibit Management Discussion & Analysis Supplemental Investment Risk Interrogatories Cybersecurity and Identity Theft Insurance Coverage Supplement	
<b>NAIC QUARTERLY STATEMENT</b>	Submit one unsecured PDF (reference RRG 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</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 B, C & F (unless exemption or disclaimer of affiliation business plan approval on file) Per C-2012-2	
<b>ACTUARIAL</b>	Submit one unsecured PDF (reference RRG 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>	Statement of Actuarial Opinion Actuarial Opinion Summary (filed with VT DFR only)	On or before 3/1 On or before 3/15
<b>LICENSE RENEWAL FEE</b>	\$500 payable to: Vermont Department of Financial Regulation; include License #/RRG 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 name and license # in file name)	On or before 6/30
All Filers *RRGs must follow Model Audit Rules (MAR) - See C-2012-1 (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: Report of Evaluation of Internal Controls (or Communication of Internal Control Related Matters noted in audit if subject to C-2012-01) Accountant's Letter of Qualifications <a href="#">Certification of Review of Audit Work Papers</a> CPA Awareness Letter	
<b>*****REMINDER to submit NAIC REGULATORY REPORTING to NAIC.org (Financial Filings) as required*****</b>		
<b>OTHER REQUIRED FILINGS:</b>		
<b>BOARD INDEPENDENCE</b>	Submit one unsecured PDF (reference RRG 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 ANNUAL FINANCIAL STATEMENT</b>	Submit one unsecured PDF (reference RRG name and license # in file name) or link to online	Due annually upon release
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 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 RRG name and license # in file name) or link to online	Due annually upon release
<b>Approved Affiliated or Captive Approved Reinsurer Filers Only</b> (as of Reinsurer year-end)	Electronic Address: <a href="mailto:DFR.CaptiveFinancialFilings@vermont.gov">DFR.CaptiveFinancialFilings@vermont.gov</a> Audited Financial Statement	
<b>PRO FORMA FINANCIAL STATEMENTS</b>	Submit one unsecured PDF (reference RRG 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 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

[www.mytax.com](http://www.mytax.com)

\*\* 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.