

**2024 ANNUAL/2025 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 <https://legislature.vermont.gov/statutes/chapter/08/141>

Filing Type/Details	Description/Filing Address	Due Date **/Date Submitted
NAIC FINANCIAL STATEMENT	Submit one unsecured PDF (reference RRG name and license # in file name)	Prior to 3/1 **
Property & Casualty		
All Filers (as of 12/31/xxxx)	Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
Annual Statement (8 1/2" x 14")	Signed and notarized Jurat Page (verified by oath of two of its executive officers) Please see guidance on notarization here: Notarization Guidance	
NAIC Supplements (if applicable)	Schedule Y-Part 1 (organizational chart) must be completed by all domestic RRGs, regardless of holding company status 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)	
	Submit one unsecured PDF (reference RRG name and license # in file name)	Prior to 4/1 **
NAIC Supplements (if applicable)	Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov Insurance Expense Exhibit Management Discussion & Analysis Supplemental Investment Risk Interrogatories Cybersecurity Insurance Coverage Supplement	
NAIC QUARTERLY STATEMENT	Submit one unsecured PDF (reference RRG name and license # in file name)	Due Quarterly 5/15, 8/15, 11/15
Domestic RRG's only (as of 3/31/xxxx) (as of 6/30/xxxx) (as of 9/30/xxxx)	Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov NAIC Quarterly Statement Form (Due 5/15/xxxx) NAIC Quarterly Statement Form (Due 8/15/xxxx) NAIC Quarterly Statement Form (Due 11/15/xxxx)	
HOLDING COMPANY SYSTEM REGULATION FOR RRGs CHARTERED IN VERMONT	Submit one unsecured PDF (reference RRG and NAIC # in file name)	On or before 3/15
Domestic RRGs only (as of 12/31/xxxx)	Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
Holding Company Filings (if applicable)	Holding Company Form B, C & F (unless exemption or disclaimer of affiliation business plan approval on file) Per C-2012-2	
ACTUARIAL	Submit one unsecured PDF (reference RRG name and license # in file name)	
All Filers (as of 12/31/xxxx)	Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov Certified By Vermont approved Actuary	
Certification of Loss Reserves and Loss Expense Reserves	Statement of Actuarial Opinion Actuarial Opinion Summary (filed with VT DFR only)	On or before 3/1 On or before 3/15
LICENSE RENEWAL FEE	\$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	
AUDIT	Submit one unsecured PDF (reference RRG name and license # in file name)	On or before 6/30
All Filers *RRGs must follow Model Audit Rule (MAR) - See C-2012-1 (as of 12/31/xxxx)	Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov Certified By Vermont Approved CPA 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 Certification of Review of Audit Work Papers CPA Awareness Letter	
*****REMINDER to submit NAIC REGULATORY REPORTING to NAIC.org (Financial Filings) as required*****		
OTHER REQUIRED FILINGS:	Submit one unsecured PDF (reference RRG name and license # in file name)	
VERMONT CAPTIVE INSURANCE TAX RETURN	Copy of executed Vermont Captive Insurance Tax Return and support of reported premium submitted to: DFR.CaptiveFinancialFilings@vermont.gov	Due by 3/15
BOARD INDEPENDENCE	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: DFR.CaptiveMail@vermont.gov RRG Board Independence Determination Form	
PARENT/SPONSOR ANNUAL FINANCIAL STATEMENT	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: DFR.CaptiveFinancialFilings@vermont.gov Annual Financial Statements of ultimate controlling parent. <u>Note:</u> 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 RRG name and license # in file name) or link to online	Due annually upon release
Approved Affiliated or Captive Approved Reinsurer Filers Only (as of Reinsurer year-end)	Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov Audited Financial Statement	
PRO FORMA FINANCIAL STATEMENTS	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: DFR.CaptiveMail@vermont.gov 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. <https://www.mytax.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.