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CAPTIVE INSURANCE DIVISION

SUBMITTAL FORMS FOR CAPTIVES FILING ON THE VERMONT CAPTIVE ANNUAL REPORT BLANK

General Instructions

1. The Submittal Forms are required when filing the Vermont Captive Annual Report (VCAR), the copy of the VT Premium Tax Return as filed with Vermont Department of Taxes, the Audited Financial Statements (AFS) and the Certification of Loss Reserves and Loss Expense Reserves.
2. The Submittal Forms are only required for companies that file the VCAR. Companies filing annual and/or quarterly statements on the NAIC forms are not required to use the Submittal Form for any of the above filings.
3. The Submittal Forms should be attached as the first page of the unsecured .pdf filing containing the appropriate filing submissions and before an optional cover letter.
4. The Submittal Forms are "fillable" PDFs. Use of Adobe Acrobat is recommended when completing.
5. The 3 versions of the submittal forms are as follows:
 - a. VCAR and copy of Vermont Premium Tax Return
 - b. Annual Audited Financial Statements
 - c. Annual Certification of Loss Reserves and Loss Expense Reserves
6. Only the filing to which the submittal form is attached should be included in its PDF. i.e., the Annual Audited Financial Statements submittal form together with the respective AFS and audit letters should be in one PDF, while the Annual Certification of Loss Reserves and Loss Expense Reserves submittal form together with the respective Annual Certification of Loss Reserves and Loss Expense Reserves should be in one PDF. These filings can be submitted at the same time via one e-mail but with separate PDFs for each filing.
7. Please refer to the [Filing Due Date Checklists](#) and [Regulation C-1981-02](#) on [our web site](#) for further filing guidance and requirements.

If the Submittal Form is not included, the filing(s) may be returned with a request for re-submission.