

MUTUAL PROTECTIVE INSURERS

COMPANY NAME: _____ NAIC Company Code: _____
 Contact: _____ Telephone: _____
 REQUIRED FILINGS IN THE STATE OF: OHIO Filings Made During the Year 2023

ALL STATE REQUIRED FILINGS MAY BE MADE ELECTRONICALLY – SEE NOTE B

(1) Check- list	(2) Line #	(3) REQUIRED FILINGS FOR THE ABOVE STATE	(4) NUMBER OF COPIES*			(5) DUE DATE	(6) FORM SOURCE* *	(7) APPLICABLE NOTES***
			Domestic		Foreign			
			State	NAIC	State			
I. NAIC FINANCIAL STATEMENTS								
	1	Annual Statement (8 ½" x 14")	1	EO	0	3/1	State****	X
	2	Quarterly Financial Statement (8 ½" x 14")	0	EO	0	5/15, 8/15, 11/15	State****	X
II. NAIC SUPPLEMENTS								
	30	Supplemental Compensation Exhibit	1	N/A	N/A	3/1	NAIC	N
	31	Cybersecurity and Identity Theft Insurance Coverage Supplement	AFF	EO	0	4/1	NAIC	M,W
V. STATE REQUIRED FILINGS***								
INS7004	100	Application for Renewal of Certificate of Authority	1	0	0	3/1	State****	X
INS7142	101	Domestic Franchise Tax Return – DO NOT File Hardcopy	EO	0	0	3/1	State****	W
INS7140	102	Business Tax Credit (If applicable) – DO NOT FILE HARDCOPY	EO	0	0	3/1	State****	W
	103	Corporate Governance Annual Disclosure*****	1	0	0	6/1	Company	X
#	108	Group Capital Calculation	0	0	0	N/A	Company	X
#	109	Cybersecurity Program Compliance Certification	1	0	0	2/15 if Multistate insurer, 6/1 if Single state insurer	Company	Y

*If “xxx” appears in this column, this state does not require this filing, if hard copy is filed with the state of domicile and if the data is filed electronically with the NAIC.

If “N/A” appears in this column, the filing is required with the domiciliary state.

If “EO” appears in this column, the filing is Electronic Only filing – DO NOT FILE HARDCOPY.

If “AFF” appears in this column, Ohio requires an affidavit on form INS7240.

**If Form Source is NAIC, the form should be obtained from the appropriate vendor.

*** Generally, Notes A through L apply to all filings.

****These forms may be downloaded at www.insurance.ohio.gov under “ODI Forms”

*****Do NOT file with the Ohio Department of Insurance. File Only with the Ohio Treasurer of State.

***** Ohio has adopted the NAIC updated Holding Company Model Act, a Form F filing is required annually by holding company groups. Consistent with the Form B filing requirements, the Form F is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state. For more information on lead states, see the following NAIC URL: http://www.naic.org/public_lead_state_report.htm

*****Ohio has adopted the NAIC updated Risk Management and Own Risk and Solvency Assessment Model Act, a summary report is required annually by insurers and insurance groups above a specified premium threshold. Consistent with the Form B filing requirements, the ORSA Summary Report is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state. For more information on lead states, see the following NAIC URL: http://www.naic.org/public_lead_state_report.htm

*****Ohio has adopted the NAIC Corporate Governance Annual Disclosure Model Act, an annual disclosure is required of all insurers or insurance groups by June 1. The Corporate Governance Annual Disclosure is a state filing only and should not be submitted by the company to the NAIC. Note however that this

filing is intended to be submitted to the lead state if filed at the insurance group level. For more information on lead states, see the following NAIC URL:
http://www.naic.org/public_lead_state_report.htm.

	NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)	
A	Required Filings Contact Person: Annual and Quarterly filings	Risk Assessment (614)644-2647 or Risk.Assessment@insurance.ohio.gov
B	Mailing Address for Annual and Quarterly filings: All state required filings will be accepted electronically. Electronic filings preferred. NO HARDCOPIES REQUIRED.	Ohio Department of Insurance Office of Risk Assessment 50 West Town Street, 3 rd Floor Columbus, OH 43215 If filing electronically, send to janice.wheatley@insurance.ohio.gov
C	Mailing Address for Filing Fees: Do not send checks for filing fees. You will be billed when due. Do not mail tax returns. Do not send checks to the Department of Insurance.	<u>NONE</u>
D	<u>Mailing Address for Premium & Franchise Tax Returns:</u> NONE. Electronic filing only. DO NOT file hardcopy with the Department of Insurance. DO NOT send tax payments to the Department of Insurance.	<u>NONE.</u> DO NOT Mail Tax Returns. Electronic filing only.
E	Mailing Address for Premium Tax Payments: Must be paid by ACH credit or ACH debit. If you have questions about this process, you may contact the Ohio Treasurer of State's office at 614-752-8484 or view the FAQ's from the following web address: http://eft.tos.ohio.gov/#/FaqView	<u>NONE</u>
F	Delivery Instructions:	All items must be physically received by the due date. If the due date falls on a weekend or holiday, the due date is the next business day.
G	Late Filings:	Statutory penalties apply to required filings received by the due date. If the due date falls on a weekend or holiday, the due date is the next business day.
H	Original Signatures:	Original signatures are required on all filings that require signatures. See Note L and Electronic Filing Authenticity Affidavit (Ohio Form INS7240).
I	Signature/Notarization/Certification:	Principal officers are required to sign Quarterly and Annual Statement Jurat Pages. See Annual Statement Instructions and Ohio Form INS7240.
J	Amended Filings:	Contact taxes@insurance.ohio.gov for tax amendment forms. Amendments must be accompanied by an explanation and documentation. Original signature requirements apply.
K	Bar Codes (NAIC):	Ohio no longer has state specific bar code instructions. Please refer to the Appendix of the NAIC Annual Statement Instructions. Ohio no longer has state specific bar code instructions.
L	Exceptions from normal filings:	All companies must include a copy of any extension or exemption granted by their state of domicile.
M	Signed Jurat:	Domestic insurers must attached signed, notarized Jurat with Affidavit (Ohio form

		INS7240). No Jurat required of foreign insurers. Do not file hardcopy Annual or Quarterly Statements.
N	NONE Filings:	Must be submitted. Please see NAIC Annual Statement Instructions for Supplemental interrogatories.
O	Filings new, discontinued or modified materially since last year:	A “#” sign on the Checklist denotes a new filing.
P	All Foreign Insurers: DO NOT FILE Certification of Valuation, Certificate of Compliance or Certificate of Deposit.	These are no longer required.
Q	Statement of Compliance with Rule 3901-8-07 and 3901-6-02:	Every insurer subject to Rules 3901-8-07 and/or 3901-6-02 must file a statement of compliance with Ohio insurance laws as implemented and interpreted by these rules on Company letterhead. No form.
R	Protected Cell Annual Statement:	File only if applicable. No need to file with Ohio if “None”.
S	State instructions and filing information:	These items are available for instructional purposes only. The forms content is to be used as a guide only.
T	Actuarial Opinion Summary (Property and Casualty Only):	To be filed as a confidential document pursuant to ORC Section 3901.77(E)
U	HIC line of business license only:	Do Not file unless Certificate of Authority (“COA”) is for a health insuring corporation (“HIC”) under ORC Chapter 1751 or if the company’s “non-HIC” COA specifically lists authority for a HIC line of business. The Annual Form must be electronically filed as an exhibit to the company’s Premium Tax return. Filings are made as attachment to email to taxes@insurance.ohio.gov .
V	IRIS Response:	ONLY required if 4 or more IRIS Ratio Failures.
W	Hard Copy Filings:	Do not file hardcopy with Ohio if “NONE”, “AFF”, “EO” or “0” is indicated in column 4 (domestic or foreign) or any forms with “1” for domestic may be filed electronically and no hardcopy required. Affidavit (“AFF”) may be filled electronically.
X	Group Capital Calculation	Ohio domestic insurers where Ohio is the lead state are required to provide (Ohio Revised Code 3901.33(L)(1))
Y	Cybersecurity Program Compliance Certification pursuant to Ohio Revised Code Section 3965.02 (I)(1).	Ohio Domestic Insurers must file with the Market Conduct Division written statement certifying that the insurer is in compliance with the requirements set forth in this section (Ohio Revised Code 3965.02).

**General Instructions
For Companies to Use Checklist**

Please Note: This state's instructions for companies to file with the NAIC are included in this Checklist. The NAIC will not be sending their own checklist this year.

Electronic filing is intended to be filing(s) submitted to the NAIC via the NAIC Internet Filing Site which eliminates the need for a company to submit diskettes or CD-ROM to the NAIC. Companies are not required to file hard copy filings with the NAIC.

Column (1) Checklist

Companies may use the checklist to submit to a state, if the state requests it. Companies should copy the checklist and place an "x" in this column when mailing information to the state.

Column (2) Line #

Line # refers to a standard filing number used for easy reference. This line number may change from year to year.

Column (3) Required Filings

Name of item or form to be filed.

The *Annual Statement Electronic Filing* includes the annual statement data and all supplements due March 1, per the *Annual Statement Instructions*. This includes all detail investments schedules and other supplements for which the *Annual Statement Instructions* exempt printed detail.

The *March.PDF Filing* is .pdf files for annual statement data, detail for investment schedules and supplements due March 1.

The *Risk-Based Capital Electronic Filing* includes all risk-based capital data.

The *Risk-Based Capital.PDF Filing* is the .pdf file for risk-based capital data.

The *Separate Accounts Electronic Filing* includes the separate accounts annual statement and investment schedule detail.

The *Separate Accounts.PDF Filing* is the .pdf file for the separate accounts annual statement and investment schedule detail.

The *Supplemental Electronic Filing* includes all supplements due April 1, per the *Annual Statement Instructions*.

The *Supplemental.PDF Filing* is the .pdf file for all supplements due April 1.

The *Quarterly Electronic Filing* includes the quarterly statement data.

The *Quarterly.PDF Filing* is the .pdf for quarterly statement data.

The *June.PDF Filing* is the .pdf file for the Audited Financial Statements and Accountants Letter of Qualifications.

Column (4) Number of Copies

Indicates the number of copies that each foreign or domestic company is required to file for each type of form. The Blanks (EX) Task Force modified the 1999 *Annual Statement Instructions* to waive paper filings of certain NAIC supplements and certain investment schedule detail, if such investment schedule data is available to the states via the NAIC database. The checklists reflect this action taken by the Blanks (EX) Task Force. XXX appears in the "Number of Copies" "Foreign" column for the appropriate schedules and exhibits. **Some states have chosen to waive printed quarterly and annual statements from their foreign insurers and to rely upon the NAIC database for these filings. This waiver could include supplemental annual statement filings. The XXX in this column might signify that the state has waived the paper filing of the annual statement and all supplements.**

Column (5) Due Date

Indicates the date on which the company must file the form.

Column (6) Form Source

This column contains one of three words: “NAIC,” “State,” or “Company.” If this column contains “NAIC,” the company must obtain the forms from the appropriate vendor. If this column contains “State,” the state will provide the forms with the filing instructions (generally, on its website). If this column contains “Company,” the company, or its representative (e.g., its CPA firm), is expected to provide the form based upon the appropriate state instructions or the NAIC *Annual Statement Instructions*.

Column (7) Applicable Notes

This column contains references to the Notes to the Instructions that apply to each item listed on the checklist. The company should carefully read these notes before submitting a filing.