



**DEPARTMENT OF INSURANCE
STATE OF ARIZONA**

Financial Affairs Division - Compliance Section
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FOREIGN OR ALIEN ACCREDITED REINSURER ANNUAL FILING INSTRUCTIONS

**THESE INSTRUCTIONS APPLY ONLY TO A COMPANY THAT HOLDS AN
ARIZONA CERTIFICATE OF REINSURANCE ACCREDITATION**

Qualified Reinsurer Trust or Qualified Reinsurer based on Surplus must use Form E-QRT.I

To maintain your Accredited Reinsurer status in Arizona, you must complete the filings listed below by the dates specified.

When a due date falls on Saturday or Sunday, it is extended to the following Monday.

1. N.A.I.C. ELECTRONIC FILINGS

The following must be filed **electronically with the N.A.I.C.** Contact the N.A.I.C. Publications Department at (816) 783-8300 for filing instructions or assistance.

- a) **Annual Statement and Risk Based Capital Report** (electronic filing) due **March 1**
- b) Required filing fee
- c) **Management Discussion and Analysis** report due **April 1**
- d) **Audited Financial Report** due **June 1**

2. ARIZONA FEES DUE MARCH 1

You must file **Form E-ANNUALFEES** and remit **\$435** to us by **March 1**.

If we do not receive your fee by or before the due date, we may summarily suspend or revoke your certificate of reinsurance accreditation.

To pay your fees electronically:

Use the **NAIC OPTins** system. For information about *OPTins*:

Visit the NAIC Web site at <https://eapps.naic.org/optins-static/index.html>

Contact the *OPTins* Help Desk at optinshelp@naic.org or (816) 783-8990

Note: To use OPTins, you must establish an account and electronic funds transfer protocol with the NAIC, which can take up to two weeks.

To pay by check:

Complete **Form E-ANNUALFEES** available at

<http://www.azinsurance.gov/taxforms.html> and mail it with your check.

Make your check payable to **Arizona Department of Insurance** and print your NAIC number in the memo section.

3. ARIZONA FORM(S) DUE APRIL 15 – Send to Attention: Trust Deposits Unit

You must file the form(s) below that apply to you:

- a) **Form E-AR.WC** to confirm that **you have never** assumed or reinsured any Arizona workers' compensation insurance business,

or

- b) **Forms E478 and EWCA** to report Arizona workers' compensation insurance business assumed or reinsured by you. These forms and instructions are available at http://www.azinsurance.gov/corp_misc.html