

QUARTERLY FILING CHECKLIST

CERTIFIED COMPANIES

- THE FOLLOWING CHECKLIST IS PROVIDED TO AID YOUR COMPANY IN **ELECTRONICALLY SUBMITTING** A COMPLETE FILING TO THIS DEPARTMENT
- A COPY OF THIS CHECKLIST IS TO BE SUBMITTED WITH YOUR COMPANY FILING
- PLEASE MARK EVERY ITEM ON THE CHECKLIST Y OR N/A
- IF N/A IS CHECKED, PLEASE INCLUDE AN EXPLANATION AS TO WHY THE DOCUMENT IS NOT INCLUDED
- ****ALL OF OUR FORMS ARE AVAILABLE ONLINE AT <https://www.fiscal.treasury.gov/surety-bonds/downloads.html>**
- NOTE: IT IS NOT NECESSARY TO SUBMIT INSURANCE EXPENSE EXHIBITS
- **THE SURETY BOND PROGRAM ONLY ACCEPTS ELECTRONIC SUBMISSIONS OF DOCUMENTS**

REPORTING COMPANY NAME:

CONTACT PERSON NAME AND TITLE:

CONTACT PERSON PHONE NO.:

AND EMAIL ADDRESS:

ITEMS TO BE SUBMITTED	<u>SUBMITTED</u>	
	YES	N/A
1. Quarterly Financial Data Requirements: a. NAIC Upload File (s.txt file only) of Reporting Company	<input type="checkbox"/>	<input type="checkbox"/>
b. Quarterly Statement (JURAT PAGE ONLY) - signed and notarized	<input type="checkbox"/>	<input type="checkbox"/>
2. a. Schedule of Excess Risks - signed and notarized**	<input type="checkbox"/>	<input type="checkbox"/>
b. Reinsurance Agreement Forms for All Bonds Written with U.S. Government the Obligee (SF 273, 274, 275)**	<input type="checkbox"/>	<input type="checkbox"/>
c. Powers of Attorney for all Attorneys-In Fact on Reins. Agrmt. Forms	<input type="checkbox"/>	<input type="checkbox"/>
3. Updated Biographical Affidavits of New Officers and Directors (if not previously provided) use NAIC format	<input type="checkbox"/>	<input type="checkbox"/>
4. Current State Exam Report (if not previously provided) and copy of correspondence responding to Examiner's recommendations	<input type="checkbox"/>	<input type="checkbox"/>
5. Documents describing changes in the Company (i.e., name change, ownership change, change in state of incorporation, change in CPA audit firms, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
6. Copies of Changes to Charter or Articles of Incorporation or Bylaws which occurred during the quarter	<input type="checkbox"/>	<input type="checkbox"/>
7. Report of Federal Business Written/or Assumed and Outstanding**	<input type="checkbox"/>	<input type="checkbox"/>