

ATTENTION CERTIFIED COMPANIES

- * 12-31-2009 ANNUAL LETTER UNDER 'CORRESPONDENCE' ON LINE
- * CHECKLISTS UNDER 'FORMS' ON LINE
- * COMPLETE FILING DUE MARCH 1, 2010
- * ANNUAL RENEWAL FEE OF \$5,200 IS DUE FEBRUARY 12, 2010
- * YOU MUST PAY YOUR RENEWAL FEES ON-LINE (www.fms.treas.gov/c570 then click on 'PAY ONLINE' in right hand column). CHECKS NOT ACCEPTED (See Attachment)
- * FINANCIAL STATEMENTS SHOULD BE MANUALLY SIGNED (Photocopied signatures are NOT acceptable)
- * CDs MUST ACCOMPANY EACH INSURANCE COMPANY'S FINANCIAL STATEMENT (Please submit zip files ONLY. We do NOT require the PDF format. Disks are no longer accepted)
- * ALL OUR FORMS ARE AVAILABLE ON LINE AT www.fms.treas.gov/c570
- * LICENSE SHEET SHOULD BE COMPLETED WITH ALL CURRENT INFORMATION
- * LIST OF OVERSEAS ACCREDITED/TRUSTEED REINSURERS ON LINE UNDER 'CORRESPONDENCE'
- * PROVIDE A COMPLETE FILING ALONG WITH A COPY OF THE CHECKLIST OF ITEMS SUBMITTED
- * MAIL ALL DOCUMENTATION TO:

U.S. Department of the Treasury
FMS - Surety Bond Branch
3700 East-West Highway, Room 6F01
Hyattsville, MD 20782
- * Please ensure that the information in this package is distributed to the various individuals within your Company who are responsible for filing information with this Department. **However, we are requesting consolidated filings.**

Attachment

SURETY BOND BRANCH UPDATES

12/31/2009

ELECTRONIC FILING :

Please be advised that **EFFECTIVE DECEMBER 1, 2009, THE ELECTRONIC FILING OF NAIC FINANCIAL STATEMENTS HAS BEEN DISCONTINUED.** Companies are required to send these files on CDs along with the quarterly and annual filings to:

**U.S. Department of the Treasury
FMS – Surety Bond Branch
3700 East West Highway, Room 6F01
Hyattsville, MD 20782**

FEE PAYMENT:

Effective December 4, 2009, Financial Management Service (FMS) has closed the Bank of America payment address. As a result, payment of renewal fees by check can no longer be accepted. Payment is to be made by either of the following two methods:

1. Remittance Express /ACH: For the first time, we will be accepting Automated Clearing House (ACH) credits, initiated by a few simple instructions to your bank.
2. Pay.gov: This is the Federal Government's internet collection method. Log on to our website at www.fms.treas.gov/c570 and click on the "Pay On-Line link. Many of you have already used it over the past years.

If you have any questions, please feel free to contact us at 202-874-6850
