

QUARTERLY FILING CHECKLIST CERTIFIED COMPANIES

**THE FOLLOWING CHECKLIST IS PROVIDED TO AID YOUR COMPANY IN
SUBMITTING A QUARTERLY FILING TO THIS DEPARTMENT (COPY OF THIS
CHECKLIST IS TO BE SUBMITTED WITH FILING)**

REPORTING COMPANY NAME: _____

CONTACT PERSON NAME AND TITLE: _____

CONTACT PERSON PHONE NO. AND E-MAIL ADDRESS: _____

| ITEMS TO BE SUBMITTED | <u>SUBMITTED</u> | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|
| | YES | NO |
| 1. Quarterly Financial Statement of Reporting Company a. NAIC CD of Reporting Company | | |
| 2a. Schedule of Excess Risks (form provided on-line)* | | |
| b. Reinsurance Agreement Forms for All Bonds Written with U.S. Government the Obligee (SF 273, 274, 275) (forms provided on-line)* | | |
| c. Powers of Attorney for all Attorneys-In Fact on Reins. Agrmt. Forms | | |
| 3. Updated Biographical Affidavits of New Officers and Directors (use NAIC format) | | |
| 4. Documents Describing Changes in the Company (i.e., name change, Ownership change, change in state of incorporation, change in CPA audit firms, etc.....) | | |
| 5. Copies of Changes to Charter or Articles of Incorporation Which Occurred During the Quarter | | |
| 6. Report of Federal Business Written/or Assumed and Outstanding (form provided on-line)* | | |

***ALL OF OUR FORMS ARE AVAILABLE ON-LINE AT <http://www.fms.treas.gov/c570>**