

# **Financial Statement Filing Frequently Asked Questions**

## **Electronic Filings**

### **How to sign up for Internet Filing**

- 1. You must request an NAIC Username and Password so that you can submit financial filings.**
- 2. Go to <https://fs.naic.org/interetfiling/servlet/IFHome>**
- 3. Click on the request NAIC username and password link on the right**
- 4.**

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## **Filing Questions**

**How do I get a copy of the checklist from the NAIC? How do I determine what I need to send to the NAIC?**

You will need to consult your domiciliary state's checklist. You can either contact your state of domicile or you can use this link to get to the State's Web site:

[http://www.naic.org/industry\\_filing\\_state\\_instructions.htm](http://www.naic.org/industry_filing_state_instructions.htm)

The domiciliary state's checklist provides the required filings that should be sent to the NAIC. These required filings will be listed under the column marked 'NAIC'. You can use this link to get to the State's Web site:

[http://www.naic.org/industry\\_filing\\_state\\_instructions.htm](http://www.naic.org/industry_filing_state_instructions.htm)

**What is the difference between an amended and a refile electronic filing?**

An amended filing is submitted when changes have been made to the information contained in the filing after the original filing has been loaded successfully to the NAIC Database. An amended filing is also used when raw data of the original filing was omitted when initially submitting the zip file.

A refile is required only when a previously submitted electronic filing had critical validation failures that prevented the entire filing from being loaded to the NAIC Database.

**How am I notified if there is a problem with my electronic filing?**

The Data Administrator or the Insurance Reporting Analyst assigned to your company will contact you if there is a problem with or a question about your filing. The name of the person requesting the action should be listed in the correspondence.

If the filing could not be processed, you will hear from the Data Administrator assigned to your company.

If there is a question about the data submitted, you will be contacted by an Insurance Reporting Analyst.

**What should I do if my company has been granted a waiver or an extension from filing?**

### **Waiver:**

Send a copy of the state's letter approving the waiver from filing with the NAIC to the FDR Data Administrator. If it does not specify that it is a permanent waiver, the waiver will be applied to the current data year and only the specific filing noted. You will have to submit it again the following year if it is granted by your state. You can send the waiver to the Data Administrator assigned to your company or to [FDRhelpdesk@naic.org](mailto:FDRhelpdesk@naic.org). Your e-mail will be forwarded to the Data Administrator assigned to your company.

### **Extension:**

Send a copy of the state's letter approving the extension from filing with the NAIC to the FDR Data Administrator. If it does not specify that it is a permanent extension, the extension will be applied to the current data year and only the specific filing noted. You will have to submit it again the following year if it is granted by your state. You can send the extension to the Data Administrator assigned to your company or to [FDRhelpdesk@naic.org](mailto:FDRhelpdesk@naic.org). Your e-mail will be forwarded to the Data Administrator assigned to

**your company:**

**What should I do if my company is involved in a merger?**

