COUNTY MUTUAL COMPANIES CHECKLIST

NORTH DAKOTA INSURANCE DEPARTMENT

SFN 53137 (12-2008)

FILING CHECKLIST FOR THE STATE OF NORTH DAKOTA - Filings Made During Year 2009

Company Name:	
Contact:	Telephone Number:

Checklist	Required Filings	Due Date	Number of Copies
	Renewal Statement and Fees	3/1	1
	Abstract of Statement	3/1	2
	Fire District Report (if applicable)	3/1	1
	Premium Tax Reports	3/1, 5/30, 8/29, 11/29	1
	Annual Statement (electronic submission and hardcopy Jurat page)	3/1	1
	Interim Financial Statement as of August 31 (electronic submission)	9/15	1

APPLICABLE PROVISIONS OF THE NORTH DAKOTA CENTURY CODE

26.1-02-02	Renewal of Certificate of Authority
26.1-03-07	Each Company is required to file an annual statement by March 1 deadline unless deadline falls on a weekend then following business day.
26.1-03-09	Statement to be verified by specified officers
26.1-03-10	Publication of abstract of annual statement
26.1-03-16	Penalty for not making and filing statement or false statement
26.1-03-17	Premium tax payments and penalties

NOTES AND INSTRUCTIONS

Forms on Department Website	All forms on available on the Department's Website at: http://www.nd.gov/ndins/company/details.asp?ID=154
Required Filings Contact Person	Company Licensing (701) 328-3328
Mailing Address	Office of the Insurance Commissioner 600 East Boulevard Avenue, Dept. 401 Bismarck, ND 58505
Delivery Instructions	All hardcopy filings must be postmarked no later than the due date. If the due date falls on a weekend or holiday, then the deadline is extended to the next business day.
Late Filings	Companies will be fined $100 per day for a late filing. A company's license may be suspended if the annual statement is delinquent. N.D.C.C. Sec. 26.1-03-16
Original Signatures - Jurat Page	Original signatures are required on all filings from domestic companies. The following officers are required to sign the annual statement: President or Vice President, Secretary, and Treasurer. If lieu of officer signatures, a majority of Directors may sign. N.D.C.C. Sec. 26.1-03-09
Amended Filings	Signature requirements are the same as for the original filing.
Extension Requests	Extensions are not granted on annual statement or premium tax deadlines.
Annual Statement	The County Mutual Annual Statement must be submitted electronically by diskette, CD-Rom or e-mail attachment to ytkeniston@nd.gov and a signed jurat page must be submitted by hardcopy mailing. The County Mutual Annual Statement is a fillable Excel spreadsheet that is available on the Department's website as noted above. Do not open this file directly but rather download the file to your PC's hard drive. Select the "Save" or "Save Target As" option. Save the file to a sub-directory on your computer. Once you have saved the file, you can locate the file on your computer using File Manager (Windows 3.1 users) or Windows Explorer (Windows 95/NT users). When opening the file, a pop-up box will ask about updating the file's links, select "Don't Update". A second pop-up will ask about disabling macros, click "OK". If you have problems using this file, call the contact number noted above.
Interim Financial Statement	An interim Financial Statement as of August 31 must be submitted electronically by diskette, CD-Rom or e-mail attachment to ytkeniston@nd.gov using the interim statement blank that is available on the Department's website as noted above. A signed jurat page is not required for this filing.
Premium Tax Reports	Premium tax reports should not be submitted with the annual statement filing. The Reconciled report is due March 1. Estimated reports are due May 30, August 29, and November 29. Reports must be filed even if zero tax is reported. A separate check for the payment of premium tax is required. Do not send one check for the payment of premium tax and renewal fees.
Fire District Report	If possible, the Fire District Report should be submitted on diskette or via e-mail in lieu of a hardcopy report. Send to sweisz@nd.gov. No need to submit if zero premium to report.