

**FIRE DISTRICT REPORTING**  
**FORM (SFN 52764) FILING INSTRUCTIONS**  
**Revised October 2018**

**Purpose of Form**

An insurance company issuing policies for fire, allied lines, homeowners multiple peril, farmowners multiple peril, commercial multiple peril, or crop hail insurance within the State of North Dakota is required to report information about the premiums received by the company on these policies. The Fire District Reporting Form is the approved form used to collect the required information.

**Who Must File**

An insurance company issuing or renewing policies for fire, allied lines, homeowners multiple peril, farmowners multiple peril, commercial multiple peril, or crop hail insurance, other than Federally reinsured multiple peril crop insurance, within the State of North Dakota during a calendar year shall complete and file the Fire District Reporting Form (SFN 52764) for that calendar year.

If an insurance company did not issue or renew any policies for fire, allied lines, homeowners multiple peril, farmowners multiple peril, commercial multiple peril insurance or crop hail insurance within the State of North Dakota during a calendar year, the insurance company is not required to file the Fire District Reporting Form for that calendar year.

**When and Where to File**

The Fire District Reporting Form (SFN 52764) for the calendar year ending on the **preceding December thirty-first** shall be transmitted to the Commissioner of Insurance **no later than March first of each year**, as part of the Company's annual statement. If March first falls on a Saturday or legal holiday, the statement is due on the next succeeding business day.

Send the completed Fire District Reporting Form (SFN 52764) to:

North Dakota Insurance Department  
600 East Boulevard Avenue - Dept. 401  
Bismarck, ND 58505-0320

If you wish to file the report electronically, please refer below to the section labeled **Electronic Filing Instructions**.

**N.D.C.C. 26.1-03-16** provides that any insurance company doing business in the state which neglects to make and file any statement in the manner and within the time prescribed forfeits one hundred dollars for each day's neglect, and upon notice by the

commissioner to that effect, its authority to do new business ceases during the default. Any new business done by an insurance company after it has neglected to make a required statement is in violation of law.

## **Instructions**

Report the premiums written during the calendar year for fire, allied lines, homeowners multiple peril, farmowners multiple peril, commercial multiple peril, and crop hail insurance coverage on property located within the corporate limits of each city named, property within the boundaries of each rural fire protection district named, and property within the boundaries of each rural fire department named.

In reporting premiums for homeowners multiple peril, farmowners multiple peril, and commercial multiple peril, do not include any premiums for liability coverage in the premium amount reported for the city, rural fire protection district, or rural fire department named. The liability portion of the premium for homeowners multiple peril and farmowners multiple peril is reported on Line 5 of the Totals Section. The liability portion of commercial multiple peril premiums should not be reported on this form.

In reporting premiums for crop hail insurance, do not include premiums for federally reinsured Multiple Peril Crop Insurance.

Round figures to the nearest dollar amount. Do not allocate minus figures or returned premiums to individual fire districts.

Line 4 – Totals Section. Report on this line the total of reportable unallocated premiums. Unallocated premiums are those reportable premiums for which no city, rural fire protection district, or rural fire department is named on this form. The total of reportable unallocated premium is normally zero and may not exceed 2% of the amount on Line 7.

Line 5 – Totals Section. Report the total liability premiums collected from homeowners and farmowners multiple peril insurance on this line.

Line 6 – Totals Section. Report the total of returned premiums on this line.

Line 7 – Totals Section. Report the sum of lines 3, 4, and 5 minus line 6 on line 7. The total on line 7 should equal the sum of lines 1, 2.1, 2.4, 3, 4 and 5.1 from the North Dakota state page of the company's Annual Statement.

For **County Mutuals**, the total on line 7 should match the corresponding figures on page 2, line 1b of the annual statement.

## **Electronic Filing Instructions**

We encourage you to file electronically by e-mail. We have provided a Microsoft Excel file for download off our website at [Fire District Payment](#). If you wish to create your own, it can be a spreadsheet or comma separated values file. The file should consist of:

- NAIC Company Code
- Fire District Number **(Please include preceding zeros if applicable.)**
- Premium Amount **(Only whole numbers, no decimal digits, no negative figures.)**

You do not need to report fire district numbers that do not have any premium to report. Also, please do not include premium for 0000 coded cities or total amount of unallocated premium in this file. Total premium for 0000 coded cities should only be reported on the totals page on the second line. The total of the premium in this file should equal to the amount on the first line of the totals page.

E-mail the file to: [rkriege@nd.gov](mailto:rkriege@nd.gov)

You may also call Rachel Kriege at 701.328.2931 if you have any questions.