



December 19, 2016

CIRCULAR LETTER TO ALL MEMBER COMPANIES**RE: 2017 Reporting Schedule**

Attached is a schedule of reporting due dates published for your convenience when filing the North Carolina Reinsurance Facility (NCRF) monthly data during calendar year 2017.

If you do not cede any business or write auto liability coverage subject to recoupment, no action is required.

All data must be submitted by the indicated due dates via FTP file transmission directly to NCRF, with the exception of run-off companies that have been specifically excused from the FTP requirements by NCRF.

Reports which cannot be processed or are not received by the due dates:

- Will not be included in that month's processing cycle
- May increase the number of cessions charged for the lack of premium
- May create some distortion in the financial reports of the Facility and in the share of each member company

Reporting Schedule – Calendar Year 2017 North Carolina Reinsurance Facility		
Accounting Month	Cutoff Date	Notes
December 2016	Wednesday, January 25, 2017	
January 2017	Monday, February 27, 2017	
February 2017	Monday, March 27, 2017	
March 2017	Tuesday, April 25, 2017	
April 2017	Thursday, May 25, 2017	
May 2017	Monday, June 26, 2017	
June 2017	Tuesday, July 25, 2017	
July 2017	Monday, August 28, 2017	
August 2017	Monday, September 25, 2017	
September 2017	Wednesday, October 25, 2017	
October 2017	Monday, November 27, 2017	Thanksgiving Holiday is Nov. 23-24 2017
November 2017	Wednesday, December 27, 2017	Christmas Holiday is Dec. 25-26, 2017
December 2017	Thursday, January 25, 2018	

These are the reports to be submitted:

- **NIL Report (If no accounting data to report)**
- **Monthly Summary Data**
- **Accounting Transaction Detail Data**
- **Monthly Recoupment Summary Records**
- **Designated Carrier Monthly Outside Legal Expenses Paid Detail (designated carriers only)**

Please bring this material to the attention of those responsible for the submission of data to NCRF.

Questions regarding this circular should be directed to Patricia Stallings at (919) 582-1010 or email pas@ncrb.org.

Sincerely,

Edith Davis

Chief Operating Officer

North Carolina Reinsurance Facility

ETD:lad

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