



December 18, 2017

CIRCULAR LETTER TO ALL MEMBER COMPANIES**RE: 2018 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 2018 North Carolina Reinsurance Facility		
Accounting Month	Cutoff Date	Notes
December 2017	Thursday, January 25, 2018	
January 2018	Monday, February 26, 2018	
February 2018	Monday, March 26, 2018	
March 2018	Wednesday, April 25, 2018	
April 2018	Tuesday, May 29, 2018	
May 2018	Monday, June 25, 2018	
June 2018	Wednesday, July 25, 2018	
July 2018	Monday, August 27, 2018	
August 2018	Tuesday, September 25, 2018	
September 2018	Thursday, October 25, 2018	
October 2018	Monday, November 26, 2018	Thanksgiving Holiday is Nov. 22 & 23
November 2018	Wednesday, December 26, 2018	Christmas Holiday is Dec. 24 & 25
December 2018	Monday, January 28, 2019	

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 Debbie Taylor at (919) 582-1007 or email dat@ncrb.org.

Sincerely,

Terry Collins

Chief Operating Officer

North Carolina Reinsurance Facility

TFC:dat

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