

December 14, 2018

CIRCULAR LETTER TO ALL MEMBER COMPANIES

RE: 2019 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 2019.

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 2019 North Carolina Reinsurance Facility		
Accounting Month	Cutoff Date	Notes
December 2018	Monday, January 28, 2019	
January 2019	Monday, February 25, 2019	
February 2019	Monday, March 25, 2019	
March 2019	Thursday, April 25, 2019	
April 2019	Tuesday, May 28, 2019	
May 2019	Tuesday, June 25, 2019	
June 2019	Thursday, July 25, 2019	
July 2019	Monday, August 26, 2019	
August 2019	Wednesday, September 25, 2019	
September 2019	Monday, October 28, 2019	
October 2019	Monday, November 25, 2019	Thanksgiving Holiday Nov. 28th & 29th
November 2019	Thursday, December 26, 2019	Christmas Holiday Dec. 23 rd , 24 th & 25th
December 2019	Monday, January 27, 2020	

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

RF-18-19