



December 10, 2010

CIRCULAR LETTER TO ALL MEMBER COMPANIES

RE: 2011 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 2011.

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 2011 North Carolina Reinsurance Facility		
Accounting Month	Cutoff Date	Notes
December 2010	Tuesday, January 25, 2011	
January 2011	Monday, February 28, 2011	
February 2011	Monday, March 28, 2011	
March 2011	Monday, April 25, 2011	
April 2011	Wednesday, May 25, 2011	
May 2011	Monday, June 27, 2011	
June 2011	Monday, July 25, 2011	
July 2011	Thursday, August 25, 2011	
August 2011	Monday, September 26, 2011	
September 2011	Tuesday, October 25, 2011	
October 2011	Monday, November 28, 2011	Thanksgiving Holiday is Nov 24-25, 2011
November 2011	Tuesday, December 27, 2011	Christmas Holiday is Dec 23-26, 2011
December 2011	Wednesday, January 25, 2012	

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 T. Davis,

Director, Reinsurance Facility

**ETD:lad
RF-10-16**