



December 8, 2015

CIRCULAR LETTER TO ALL MEMBER COMPANIES

RE: 2016 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 2016.

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 2016 North Carolina Reinsurance Facility		
Accounting Month	Cutoff Date	Notes
December 2015	Monday, January 25, 2016	
January 2016	Thursday, February 25, 2016	
February 2016	Monday, March 28, 2016	
March 2016	Monday, April 25, 2016	
April 2016	Wednesday, May 25, 2016	
May 2016	Monday, June 27, 2016	
June 2016	Monday, July 25, 2016	
July 2016	Thursday, August 25, 2016	
August 2016	Monday, September 26, 2016	
September 2016	Tuesday, October 25, 2016	
October 2016	Monday, November 28, 2016	Thanksgiving Holiday is Nov. 24 -25, 2016
November 2016	Wednesday, December 28, 2016	Christmas Holiday is Dec. 26-27, 2016
December 2016	Wednesday, January 25, 2017	

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,

Edith T. Davis

Chief Operating Officer

North Carolina Reinsurance Facility

ETD:lad

RF-15-18