



December 10, 2024

**CIRCULAR LETTER TO ALL MEMBER COMPANIES**

**RE: 2025 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 2025.

**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 2025 North Carolina Reinsurance Facility		
Accounting Month	Cutoff Date	Notes
December 2024	Monday, January 27, 2025	
January 2025	Tuesday, February 25, 2025	
February 2025	Tuesday, March 25, 2025	
March 2025	Monday, April 28, 2025	
April 2025	Tuesday, May 27, 2025	
May 2025	Wednesday, June 25, 2025	
June 2025	Monday, July 28, 2025	
July 2025	Monday, August 25, 2025	
August 2025	Thursday, September 25, 2025	
September 2025	Monday, October 27, 2025	
October 2025	Tuesday, November 25, 2025	Thanksgiving Holiday Nov. 27 <sup>th</sup> & 28 <sup>th</sup>
November 2025	Monday, December 29, 2025	Christmas Holiday Dec. 24 <sup>th</sup> , 25 <sup>th</sup> & 26 <sup>th</sup>
December 2025	Monday, January 26, 2026	

**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**
- **Monthly Recoupment Detail 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 NCRF Operations at email [NCRFOperations@ncrb.org](mailto:NCRFOperations@ncrb.org).**

**Sincerely,**

**Terry Collins**

**Chief Operating Officer**

**North Carolina Reinsurance Facility**

**TFC:teb**

**RF-24-21**