



December 12, 2011

CIRCULAR LETTER TO ALL MEMBER COMPANIES

RE: 2012 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 2012.

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 2012 North Carolina Reinsurance Facility		
Accounting Month	Cutoff Date	Notes
December 2011	Wednesday January 25, 2012	
January 2012	Monday February 27, 2012	
February 2012	Monday March 26, 2012	
March 2012	Wednesday April 25, 2012	
April 2012	Tuesday May 29, 2012	
May 2012	Monday June 25, 2012	
June 2012	Wednesday July 25, 2012	
July 2012	Monday August 27, 2012	
August 2012	Tuesday September 25, 2012	
September 2012	Thursday October 25, 2012	
October 2012	Monday November 26, 2012	Thanksgiving Holiday is Nov 22-23, 2012
November 2012	Wednesday December 26, 2012	Christmas Holiday is Dec 24-25, 2012
December 2012	Monday January 28, 2013	

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-11-17