



December 20, 2013

CIRCULAR LETTER TO ALL MEMBER COMPANIES

RE: 2014 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 2014.

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 2014 North Carolina Reinsurance Facility		
Accounting Month	Cutoff Date	Notes
December 2013	Monday, January 27, 2014	
January 2014	Tuesday, February 25, 2014	
February 2014	Tuesday, March 25, 2014	
March 2014	Monday, April 28, 2014	
April 2014	Tuesday, May 27, 2014	
May 2014	Wednesday, June 25, 2014	
June 2014	Monday, July 28, 2014	
July 2014	Monday, August 25, 2014	
August 2014	Thursday, September 25, 2014	
September 2014	Monday, October 27, 2014	
October 2014	Tuesday, November 25, 2014	Thanksgiving Holiday is Nov 27-28, 2014
November 2014	Monday, December 29, 2014	Christmas Holiday is Dec 24-26, 2014
December 2014	Monday, January 26, 2015	

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-13-12**