



December 12, 2014

CIRCULAR LETTER TO ALL MEMBER COMPANIES

RE: 2015 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 2015.

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 2015 North Carolina Reinsurance Facility		
Accounting Month	Cutoff Date	Notes
December 2014	Monday, January 26, 2015	
January 2015	Wednesday, February 25, 2015	
February 2015	Wednesday, March 25, 2015	
March 2015	Monday, April 27, 2015	
April 2015	Tuesday, May 26, 2015	
May 2015	Thursday, June 25, 2015	
June 2015	Monday, July 27, 2015	
July 2015	Tuesday, August 25, 2015	
August 2015	Monday, September 28, 2015	
September 2015	Monday, October 26, 2015	
October 2015	Monday, November 30, 2015	Thanksgiving Holiday is Nov. 26-27, 2015
November 2015	Monday, December 28, 2015	Christmas Holiday is Dec. 24-25, 2015
December 2015	Monday, January 25, 2016	

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

Chief Operating Officer

Reinsurance Facility

**ETD:lad
RF-14-12**