



OFFICE OF
INSURANCE COMMISSIONER

Company Supervision Division

Annual Report of Segregated Premiums - Instructions

The requirements for the segregation of premium accounting plan are set in WAC 284-07-540. After an accounting practice plan for segregating premium has been approved, an issuer must file its annual statement with the commissioner on or before March 1st of each year.

The Annual Report is a fill-in-the-blank document. Before you print it, please fill it out. **Please see the second page of the form if you need to list additional rows.**

Please follow these requirements:

- Report in whole numbers by rounding cents to the nearest dollar.
- For ease of reading numbers, group thousands with a comma.
- Show negative numbers inside parentheses instead of using a minus sign.

To calculate the ending balance in each segregated account, first report the beginning balance, add the receipts and subtract the disbursements for the year and report the ending balance.

All reporting entities must file this Annual Report in PDF on the OIC Filing and Payment Center Portal at <https://fortress.wa.gov/oic/onlineservices/Login.aspx?module=FIN>.

We will accept a PDF file of the Annual Report only when the filing meets all of these requirements:

- The report must be signed by both officers. Each officer must sign the paper document by hand in the signature area. Signatures can't be a rubberstamp or other facsimile signature. Signatures can't be on a different page.
- The scanned Annual Report PDF file must contain the signatures.

If any of these requirements are not met, the PDF Annual Report is incomplete and not filed. Failure to complete this Report as prescribed and to file by the due date may subject the issuer to possible administrative action (which may include a fine).

If you have questions regarding the filing information, instructions, or requirements, please contact us at 360-725-7200 or CompanySupervisionFilings@oic.wa.gov.