

**TITLE COMPANIES
REQUIRED FILINGS IN VIRGINIA**

Filings Made During the Year 2024

NOTICE: THE FOLLOWING REPRESENTS, IN GENERAL, THE ANNUAL RENEWAL AND RELATED FILINGS REQUIRED IN VIRGINIA. EACH LICENSED COMPANY WILL FIND SPECIFIC REQUIRED FILINGS LISTED IN THE [COMPANY RENEWAL PORTAL](#).

(1) Check- List	(2) Line #	(3) REQUIRED FILING FOR THE ABOVE STATE	(4) NUMBER OF COPIES			(5) DUE DATE	(6) FORM SOURCE	(7) APPLICABLE NOTES
			Domestic		Foreign			
			State	NAIC	State			
I. NAIC FINANCIAL STATEMENTS								
	1	Annual Statement (8½ "x14")	1	EO	N/A	3/1	NAIC	A,B,E,F,G,H,I,J,K,M,O,R
	1.1	Printed Investment Schedule detail (Pages E01 - E29)	1	EO	N/A	3/1	NAIC	A,B,E,F,J,K,M,O,R
	2	Quarterly Financial Statement (8½ "x14")	1	EO	N/A	5/15, 8/15, 11/15	NAIC	A,B,E,F,G,H,I,J,K,O,R
II. NAIC SUPPLEMENTS								
	11	Actuarial Opinion	1	EO	N/A	3/1	Company	A,B,E,F,G,I,J,K,O
	12	Investment Risks Interrogatories	1	EO	N/A	4/1	NAIC	A,B,E,F,J,K,M
	13	Management Discussion & Analysis	1	EO	N/A	4/1	Company	A,B,E,F,J,K,O
	14	Schedule SIS	1	N/A	N/A	3/1	NAIC	A,B,E,F,J,K,M
	15	Supplemental Compensation Exhibit	1	N/A	N/A	3/1	NAIC	A,B,E,F,J,K
	16	Supplemental Schedule of Business Written By Agency	1	EO	N/A	4/1	NAIC	A,B,E,F,J,K
III ELECTRONIC FILING REQUIREMENTS								
	61	Annual Statement Electronic Filing	N/A	EO	N/A	3/1	NAIC	
	62	March .PDF Filing	N/A	EO	N/A	3/1	NAIC	
	63	Supplemental Electronic Filing	N/A	EO	N/A	4/1	NAIC	
	64	Supplemental .PDF Filing	N/A	EO	N/A	4/1	NAIC	
	65	Quarterly Statement Electronic Filing	N/A	EO	N/A	5/15, 8/15, 11/15	NAIC	
	66	Quarterly .PDF Filing	N/A	EO	N/A	5/15, 8/15, 11/15	NAIC	
	67	June .PDF Filing	N/A	EO	N/A	6/1	NAIC	
IV. AUDIT/INTERNAL CONTROL RELATED REPORTS								
	81	Accountants Letter of Qualifications	1	EO	N/A	6/1	Company	A,B,E,F,J,O
	82	Audited Financial Reports	1	EO	N/A	6/1	Company	A,B,E,F,J,K,O
	83	Audited Financial Reports Exemption Affidavit	1	N/A	1	3/1	State	A,B,E,F,J,O
	84	Communication of Internal Control Related Matters Noted in Audit	1	EO	N/A	within 60 days after filing the annual Audited Financial Report	Company	A,B,E,F,J,K,M,O
	85	Independent CPA (Change)	1	N/A	N/A	Within 5 business days of change	Company	A,B,E,F,J
	86	Management's Report of Internal Control Over Financial Reporting	1	N/A	N/A	within 60 days after filing the annual Audited Financial Report	Company	A,B,E,F,J,K,M,O
	87	Notification of Adverse Financial Condition	1	N/A	1	Within 5 business days of receipt	Company	A,B,E,F,O

	88	Request for Exemption to File	1	N/A	N/A		Company	A,B,E,F,J,O
	89	Relief from the five-year rotation requirement for lead audit partner	1	EO	1	1-Mar	Company	A,B,E,J,O
	90	Relief from the one-year cooling off period for independent CPA	1	EO	1	3/1	Company	A,B,E,J,O
	91	Relief from the Requirements for Audit Committees	1	EO	1	1-Mar	Company	A,B,E,J,O
		V. STATE REQUIRED FILINGS						
	101	Corporate Governance Annual Disclosure	1	N/A	N/A	6/1	Company	A,B,E,F,J
	102	Filings Checklist (with Column 1 completed)	N/A	N/A	N/A		State	
	103	Form B Insurance Holding Company System Annual Reg. Stmt.	1	N/A	N/A	30-Apr	Company	A,B,E,F,J
	104	Form F Enterprise Risk Report	1	N/A	N/A	30-Apr	Company	A,B,E,F,J,P
	105	ORSA	1	N/A	N/A	1-Dec	Company	A,B,E,F,J,Q
XXXX	106	State Filing Fees	N/A	N/A	N/A			
XXXX	107	Signed Jurat	N/A	N/A	N/A			L
	108	Group Capital Calculation (file with lead state only)	1	N/A	N/A	4/30	Company	A,B,F,J,S
	109	Actuarial Opinion Summary	1	N/A	N/A	15-Mar	Company	A,B,E,F,J
	110	Analysis of Excess Capital and Surplus Investment Report	1	N/A	N/A	3/15, 5/15, 8/15, 11/15	State	A,B,E,F,J
	111	Application for Renewal of License	1	N/A	1	3/1	State	A,B,E,F,J,O
	112	Data Security Act Information, Security Program Certificate (R22)	1	N/A	N/A	2/15	State	A,B,E,F,J
	113	Premium Tax/Assessment Filings: SEPARATE FILINGS - DIFFERENT ADDRESSES	1	N/A	1	3/1	State	See Note D
	114	Producer-Controlled Insurer Report (As of August 2016, all 50 state were accredited)	N/A	N/A	N/A		State	A,B,E,F,J
	115	Report of Assets Pledged, Hypothecated or Encumbered	1	N/A	N/A	3/1	State	A,B,E,F,J
	116	Request for Information Regarding RIs	1	N/A	N/A	3/1	State	A,B,E,F,J

	NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)	
A	Required Filings Contact:	BOIFINFILING@SCC.VIRGINIA.GOV
B	Annual Renewal and Related Filings Mailing Address: State Corporation Commission Bureau of Insurance Financial Regulation Division P.O. Box 1157 Richmond, VA 23218	Annual Renewal and Related Filings Courier Delivery: State Corporation Commission Bureau of Insurance, Financial Regulation Division 1 st Floor Mailroom 1300 East Main Street Richmond, VA 23219
	We have a portal which allows the electronic submission of many of these required documents at Company Renewal Portal at https://scc.virginia.gov/pages/Annual-License-Renewal-and-Financial-Filing-Submis . Insurers must go to the portal and log in to submit documents electronically.	
C	Mailing Address for Filing Fees:	N/A
D	Information for Premium Tax/Assessment Filings: PREMIUM LICENSE TAX FORMS and ASSESSMENT FORMS should NOT be submitted with the Annual Statement and its related filings. PREMIUM LICENSE TAX FORMS and ASSESSMENT FORMS <u>are two separate filings</u> per the information below. The PREMIUM LICENSE TAX FORMS must be obtained from www.tax.virginia.gov/insurance and be submitted to the Department of Taxation(TAX). Contact TAX for the correct address. ASSESSMENT FORMS and Instructions must be obtained from https://scc.virginia.gov/pages/Insurance-Company-Assessment-Filing-Information and be submitted to the Bureau of Insurance. See Instructions for the correct address.	Questions re: PREMIUM LICENSE TAX FILINGS should be directed to the VA Dept of Taxation at 804-404-4163. Questions re: ASSESSMENT FILINGS should be directed to the BOIAssessmentFiling@scc.virginia.gov or Revenue Management at 804-371-9333.
E	Delivery Instructions:	All filings must be postmarked no later than the indicated due date if filed in hardcopy. If the due date falls on a weekend or holiday, then the postmark deadline is extended to the next business day.
F	Late Filings:	Late filings are subject to penalties pursuant to § 38.2-218 of the Code of Virginia.
G	Original Signatures:	A printer's reproduction of "live" signatures is acceptable.

H	Signature/Notarization/Certification:	Statements must be signed by at least two principal officers of the company.
I	Amended Filings:	Any signature requirements for the original filing must be followed for amendments.
J	Exceptions from normal filings:	Exemptions or extensions are not automatically granted to any company. Requests must be made prior to the filing due date.
K	Bar Codes (State or NAIC)	NAIC <i>Annual Statement Instructions</i> should be followed.
L	Signed Jurat:	N/A
M	NONE Filings:	NAIC <i>Annual Statement Instructions</i> for Supplemental Interrogatories should be followed.
N	Filings new, discontinued, or modified materially since last year:	N/A
O	Foreign and Alien Company Filing Requirements: All foreign and alien companies MUST submit eligible documents electronically via the portal. A "Submit" button is presented if the document is available for portal filing. If there is no "Submit" button presented, then documents should be sent by mail to this Office or to where specified in the portal or on this checklist. All foreign and alien companies and accredited reinsurers that file their NAIC annual statement blank, annual audited financial reports, quarterly financial statements and any supplements related to these documents with the NAIC are exempt from filing a hard copy of these items with this office. These filings should be submitted to the NAIC via electronic media in accordance with the due dates established by the NAIC.	All items filed should include the Company's NAIC Group Code along with the Company Code.

P	<p>Form F Filing Requirements: A Form F filing is required annually by holding company groups. Consistent with the Form B filing requirements, the Form F is a state filing only and should <u>not</u> be submitted by the company to the NAIC.</p>	
Q	<p>ORSA Filing Requirements: An ORSA Summary Report is required annually by insurers and insurance groups above a specified premium threshold. The ORSA Summary Report is a state filing only and should <u>not</u> be submitted by the company to the NAIC. Note, however, that this filing is intended to be submitted to the lead state if filed at the insurance group level. For more information on lead states, see the following NAIC URL: www.naic.org/public_lead_state_report.htm</p>	
R	<p>Domestic Company Filing Requirements: Domestic companies may now submit annual and quarterly financial statements via the Company Renewal Portal. These filings MUST BE signed and notarized.</p>	
S	<p>Group Capital Calculation: The Group Capital Calculation should be submitted to the lead state of Virginia domestic insurers that are part of insurance holding company systems. See: https://content.naic.org/public_lead_state_report.htm</p>	

**General Instructions
For Companies to Use Checklist VIRGINIA**

Please Note: This checklist represents, IN GENERAL, the annual renewal and related filings required in Virginia. Each licensed company is sent specific filing instructions by letter in December. The NAIC will not be sending their own checklist this year.

Electronic filing is intended to be filings submitted to the NAIC via the NAIC Internet Filing Site which eliminates the need for a company to submit diskettes or CD ROM to the NAIC.

Companies are not required to file hard copy filings with the NAIC.

Column (1) (Checklist)

Companies may use the checklist to submit to a state, if the state requests it. Virginia does not request the checklist.

Column (2) (Line #)

Line # refers to a standard filing number used for easy reference. This line number may change from year to year.

Column (3) (Required Filings)

Name of item or form to be filed.

The **Annual Statement Electronic Filing** includes the annual statement data and all supplements due March 1 per the *Annual Statement Instructions*. This includes all detail investment schedules and other supplements for which the *Annual Statement Instructions* exempt printed detail.

The **March .PDF Filing** is the .pdf file for the annual statement data, detail for investment schedules and all supplements due March 1.

The **Supplemental Electronic Filing** includes all supplements due April 1, per the *Annual Statement Instructions*.

The **Supplemental .PDF Filing** is the .pdf file for all supplements due April 1.

The **Quarterly Electronic Filing** includes the quarterly statement data.

The **Quarterly .PDF Filing** is the .pdf file for quarterly statement data.

The **June .PDF Filing** is the .pdf file for the Audited Financial Statements and Accountants Letter of Qualifications.

Column (4) (Number of Copies)

Indicates the number of copies that each foreign or domestic company is required to file for each type of form. If "N/A" appears in this column, the filing is not required. "EO" indicates electronic only filing required.

Column (5) (Due Date)

Indicates the date on which the company must file the form.

Column (6) (Form Source)

If this column contains "NAIC," the company must obtain the forms from the appropriate vendor. If this column contains "State," Virginia will provide the forms with the filing instructions. If this column contains "Dom. State," the form should be obtained from the state of domicile. If this column contains "Company," the company, or its representative (e.g., its CPA firm), is expected to provide the form based upon the appropriate state instructions or the NAIC *Annual Statement Instructions*.

Column (7) (Applicable Notes)

This column contains references to the Notes to the Instructions that apply to each item listed on the checklist. The company should carefully read these notes before submitting a filing.