

***Insurance Department***106 East 6th Avenue ♦ Cheyenne, Wyoming 82002**ACCREDITED REINSURERS
ANNUAL FILING INSTRUCTIONS**

The receipt of these filing instructions and invoice means that your company is an accredited reinsurer in the State of Wyoming, and does not hold a Certificate of Authority.

In accordance with W.S. § 26-5-112(a)(ii)(D) you are required to file the following:

- A. A hard copy of your annual statement as filed with your domicile state. The hard copy requirement is waived for companies that file their annual statement electronically with the NAIC. The annual statement should include only the supplements you are required to file with your domicile state.

The annual statement is due on or before March 1.

Quarterly statements and holding company statements are not required.

- B. A copy of your most recent audited financial statement as filed with your domicile state.

The audited financial statement is due on or before June 1.

Wyoming utilizes the postmark date for all filing deadlines.

If there are updates to your mailing address, statutory home address, or state of domicile, please use the address change portal on our website, doi.wyo.gov/companies/company-address-change.

PAYMENT OPTIONS:

PAY ONLINE using Sircon's electronic payment portal (www.sircon.com). To use this service, you must be a Sircon account holder. If you do not have a Sircon account, follow the instructions at www.sircon.com/products/carriers/signup/ to establish your Sircon account. If you already have a Sircon account, no action is required by you.

PAY BY CHECK sending a copy of the enclosed invoice with your \$25.00 payment of the annual statement fee. Please include the company's NAIC number on the check. Checks should be made payable to the Wyoming State Treasurer and mailed to the Department at the address in the document header.

It is important to note the \$25.00 annual statement fee is the **only fee** that Accredited Reinsurers are required to pay. The Department does not require or accept annual or quarterly premium tax returns, or related fees from Accredited or Trusteed Reinsurers. Only companies holding a Wyoming Certificate of Authority are required to submit these tax filings. Accredited Reinsurer filings entered through the NAIC OPTins program may not be credited or refunded.

Please direct all inquiries to Tammy Higgins, tammy.higgins@wyo.gov.