

December 12, 2019

**CIRCULAR LETTER TO ALL MEMBER COMPANIES**

**RE: 2020 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 2020.

**If you do not cede any business or write auto liability coverage subject to recoupment, no action is required.**

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 2020 North Carolina Reinsurance Facility		
Accounting Month	Cutoff Date	Notes
December 2019	Monday, January 27, 2020	
January 2020	Tuesday, February 25, 2020	
February 2020	Wednesday, March 25, 2020	
March 2020	Monday, April 27, 2020	
April 2020	Tuesday, May 26, 2020	
May 2020	Thursday, June 25, 2020	
June 2020	Monday, July 27, 2020	
July 2020	Tuesday, August 25, 2020	
August 2020	Monday, September 28, 2020	
September 2020	Monday, October 26, 2020	
October 2020	Monday, November 30, 2020	Thanksgiving Holiday Nov. 26 <sup>th</sup> & 27 <sup>th</sup>
November 2020	Monday, December 28, 2020	Christmas Holiday Dec. 24 <sup>th</sup> & 25 <sup>th</sup>
December 2020	Monday, January 25, 2021	

**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 Terry Brown at (919) 582-1053 or email [teb@ncrb.org](mailto:teb@ncrb.org).**

**Sincerely,**

**Terry Collins**

**Chief Operating Officer**

**North Carolina Reinsurance Facility**

**TFC:teb**

**RF-19-14**