



December 20, 2012

**CIRCULAR LETTER TO ALL MEMBER COMPANIES**

**RE: 2013 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 2013.

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 2013 North Carolina Reinsurance Facility		
Accounting Month	Cutoff Date	Notes
December 2012	Monday, January 28, 2013	
January 2013	Monday, February 25, 2013	
February 2013	Monday, March 25, 2013	
March 2013	Thursday, April 25, 2013	
April 2013	Tuesday, May 28, 2013	
May 2013	Tuesday, June 25, 2013	
June 2013	Thursday, July 25, 2013	
July 2013	Monday, August 26, 2013	
August 2013	Wednesday, September 25, 2013	
September 2013	Monday, October 28, 2013	
October 2013	Monday, November 25, 2013	Thanksgiving Holiday is Nov 28-29, 2013
November 2013	Thursday, December 26, 2013	Christmas Holiday is Dec 24-25, 2013
December 2013	Monday, January 27, 2014	

**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](mailto:pas@ncrb.org).**

**Sincerely,**

**Edith T. Davis**

**Director, Reinsurance Facility**

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