



MEMORANDUM

To: Terminated FSIGA Member

From: Renn Vickers, Assistant Executive Director

Subject: Continuing Self-Insurance Reporting Requirements

Date:

Your company's self-insurance authorization has been terminated as requested. Enclosed is your company's final Self-Insurer Payroll Report (Form SI-5), which is due on the date indicated in the upper right corner of the form. This report will be used to calculate your company's final self-insurer assessments. A final quarterly invoice for assessments owed to the Association will be issued on the next regular quarterly billing date after we receive your completed Self-Insurer Payroll Report. The Division of Workers' Compensation will also issue a final invoice for assessments owed to them based on this report.

The following information will continue to be required until such time as your company has demonstrated to the Association that there is no remaining value to the claims incurred while your company was self-insured. Courtesy reminder requests for this information will be sent prior to the due dates indicated below.

- Annual Financial Statement or SEC Form 10K – This is due within 120 days after the end of your company's fiscal year.
- Report of Outstanding Workers' Compensation Liabilities (Form SI-20) – This is due within 120 days after the end of your company's fiscal year with an evaluation date within that 120 day period.
- Certification of Servicing (Form SI-19) – When contracting with a qualified servicing entity, this is due within 30 days after expiration of your company's previous servicing contract or within 30 days of entering into a new servicing contract, but at least every 3 years. When self-servicing, this is due within 30 days of a change in servicing arrangement or at least every 3 years.

If your company's replacement workers' compensation coverage is an active self-insurance authorization, your company will continue to receive Unit Statistical Reports (Forms SI-17) for a period of three years, until the final period covered by your company's self-insurance authorization is shown on Report #3. Your company will receive blank forms, sent at least 10 days prior to the specified evaluation date, with the due date indicated in the upper right corner of the forms.

If you have any questions regarding these continuing reporting requirements or any other matter relating to your company's self-insurance authorization, please contact our office as shown below.

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