



STATE OF WEST VIRGINIA
Offices of the Insurance Commissioner
Company Analysis and Examinations Division

**Requirements and Procedures for Renewing as a
Domestic Hospital, Medical, Dental, Indemnity Corporation in West Virginia**

- A. All filings must be mailed with the Annual Statement in one package.
DO NOT MAIL THESE ITEMS SEPARATELY.
- B. Address and contact information:
- | | | | |
|-------------------------|------------------------------------|-------------------|------------------------------------|
| Mailing Address: | Financial Conditions Unit | Overnight: | Financial Conditions Unit |
| | PO Box 50540 | | 900 Pennsylvania Avenue |
| | Charleston, WV 25305-0540 | | Charleston, WV 25302 |
| | (304) 558-2100 (Tax Audit Section) | | (304) 558-2100 (Tax Audit Section) |
- C. Make checks payable to West Virginia Offices of the Insurance Commissioner.
- D. Failure to comply with reporting requirements may subject the company to penalties allowed by Chapter 33 of the West Virginia Code.
- E. Supplemental Exhibits and Schedules must be submitted by the due dates specified in the NAIC Annual Statement Instructions.
- F. Pursuant to W.V.C.S.R. §114-10-17.2, a Certificate of Advertising Compliance is required to be filed if licensed to write accident and sickness in West Virginia. This form must be filed whether or not business was actually conducted. Companies may devise their own statement or use the one on the web.

W.V.C.S.R. §114-10-17.2 states:

“Each insurer required to file an annual statement which is now or which hereafter becomes subject to the provisions of this regulation must file with this Department with its annual statement a Certificate of Compliance executed by an authorized officer of the insurer wherein it is stated that to the best of his knowledge, information and belief the advertisements which were disseminated by the insurer during the preceding statement year complied or were made to comply in all respects with the provisions of this regulation and the insurance laws of this State as implemented and interpreted by this regulation.”

FILING SCHEDULE

Due on or before March 1st

Current Annual Statement (8 ½” x 14”)
Certificate of Authority Filing Fee (\$200.00)
Certificate of Advertising Compliance
Domestic HMDI Application for License (Form A-10)

Accredited by the National Association of Insurance Commissioners