



**STATE OF NEW YORK  
INSURANCE DEPARTMENT  
25 BEAVER STREET  
NEW YORK, NEW YORK 10004**

**Circular Letter No. 15 (1999)  
April 27, 1999**

- TO: ALL LICENSED LIFE, ACCIDENT AND HEALTH, PROPERTY/CASUALTY, FINANCIAL GUARANTY, MORTGAGE GUARANTY, AND COOPERATIVE FIRE INSURERS OPERATING ON THE ADVANCE PREMIUM PLAN, ASSESSMENT COOPERATIVE COMPANIES, THE STATE INSURANCE FUND, AND UNITED STATES BRANCHES; RECIPROCAL INSURERS; THE MEDICAL MALPRACTICE INSURANCE ASSOCIATION; FRATERNAL BENEFIT SOCIETIES; ARTICLE 43 CORPORATIONS; PUBLIC HEALTH LAW ARTICLE 44 HEALTH MAINTENANCE ORGANIZATIONS; TITLE INSURERS; CHARITABLE ANNUITY SOCIETIES; PENSION FUNDS; RETIREMENT SYSTEMS; VIATICALS AND ACCREDITED REINSURERS**
- RE: CHANGE IN PROCEDURE FOR THE MAILING OF HARDCOPY ANNUAL AND QUARTERLY STATEMENT FORMS AND INSTRUCTIONS.**

Pursuant to Sections 307 and 308 of the New York State Insurance Law, you are required to file Annual and, where required, Quarterly Statements with the Department. These Sections also provide that the Department is to prepare and provide copies of all such forms and schedules, which differ from or are in addition to the ones adopted by the National Association of Insurance Commissioners (NAIC).

In the past, all such forms and schedules which differed from the NAIC forms were provided to you in hard copy form as part of our Annual Mailing, which includes the New York forms and schedules and the guidelines and instructions for filing with the New York Insurance Department.

The purpose of this letter is to advise you of the following changes in procedure for obtaining all of these forms:

- The Department's general filing instructions are now available on our web site at: [www.ins.state.ny.us](http://www.ins.state.ny.us). These instructions include: the Guidelines for filing your 1998 statement; Bar Code Instructions; Diskette Letter and Transmittal/Certification; the Addendum to the New York Supplement for Companies Authorized in New York (Schedule F for Property and Schedule S for Life); Mailing Table with information on where and when to mail your annual and quarterly filings; and instructions regarding the NAIC pilot project.
- Over the next few months we will be placing all of the New York forms and schedules that comprise the New York Supplement and New York Statement onto the Department's website.
- Starting with the 1999 statement year, we will be mailing these instructions only to those companies who request it and do not have access to the Internet. To help us determine the number and type of companies who will be requesting the continued mailing of hardcopy forms, please let us know if you will require hardcopy forms and instructions to be mailed to you. You can email your response regarding Annual Statement Instructions to: [systems@ins.state.ny.us](mailto:systems@ins.state.ny.us), or mail to the following address:

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Associate Insurance Examiner  
NYS Insurance Department Systems Bureau  
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Robert D. Stern, CIE  
Chief Insurance Examiner  
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