

NISS Filing Preparation Checklist



The following checklist details the sequence of general tasks a Company should follow each Call Year to ensure all regulatory statistical reporting requirements are met.

- If you are new to statistical reporting or your company started writing a new line of business since you last reported to NISS, talk with NISS to see which Data Calls you need to file. You may also review the [NISS Call and Annual Statement Line of Business](#), along with your Annual Statement Statutory Page 14, to help you decide which Data Calls your company needs to file.
- Once you have determined the Data Calls to file, you can go to Data Submissions & Filings/Calls:20[xx]/[Who Reports What](#), to see the Calls that are required for all companies. This document will also help you determine if you will need to report any Excess Loss Calls or Supplemental Calls.
- If you started writing business in a new state, check the NISS Statistical Plans for any new or different coding that will require programming changes.
- Read the Data Submissions & Filings/Calls:20[xx]/[Summary of Call Highlights](#) document for the current Call Year. If a change is listed for a Call that your company reports, go to the individual Call document and review the changes to see if you need to make programming changes.
- Go to [Data Submissions & Filings/Submit Verification of Experience](#) (VE Call). Click the Edit link beside your company number to look over your VE form. Make changes as necessary. Submit your VE Call to NISS.
- Once you receive your VE Confirmation from NISS and verify that it is correct, use that list as a checklist of Calls and Due Dates.
- Get copies of your company(s) Annual Statement (AS Call) Schedule T and Insurance Expense Exhibit (IEE Call) financials (usually from your accounting or finance area). Submit those to NISS from the [Data Submissions & Filings/Submit Data Calls](#) page.

Complete Data Calls:

- Download and review Data Calls and gather data file information (making sure that you are using the correct Statistical Plan codes).
- Review prior year Correspondence for any corrections to be made this year. You can find that information under [Member Data/View Correspondence](#).
- Verify that any program changes requested were made correctly.

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- Check data to make sure that it balances to the Annual Statement (Statutory Page 14).
- Fill out your Transmittal and make sure it balances to the data file or make sure Transmittal records are included in the data file.
- Run data through the current Call Year of the NISS Online Edit or Edit Software, if applicable. Versions of all lines reported can be found at [Edit Tools/NISS Online Edit](#) or [Edit Tools/NISS Edit Software](#). Correct errors.
- Zip Data files and Transmittals together for submission to website.
- Submit zipped file under the [Data Submissions & Filings/Submit Data Calls](#) page on the NISS website.

Complete Supplemental Calls:

- Download and review Supplemental Calls (if required) and gather information.
- File forms online and submit under [Data Submissions & Filings/Submit Supplemental Calls](#).

Complete Affidavit Call:

- Verify all Data Calls and Supplemental Calls have been submitted by checking the Submission Status grid. You can find this information on the [Member Data/View Submission Status](#) page.
- Once you have verified that all Calls for the Call Year are submitted, the Affidavit may be filed. The due date follows *after* the Call Year to give companies time to submit all data. For example, the Affidavit for the 2023 Call Year is not due until June 30, 2024. To submit the Affidavit Call go to [Data Submissions & Filings/Submit Affidavit](#).