



# B U L L E T I N

January 29, 2015

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To: NISS Member Companies

Re: Filing Preparation Checklist

We are pleased to announce our new Filing Preparation Checklist as an enhancement to the many resources available to NISS member companies.

The Filing Preparation Checklist details the sequence of tasks a company should follow each Call Year to ensure all regulatory statistical reporting requirements are met. The checklist starts with identifying what companies need to report based on what lines their company writes, and then walks through each step of preparing and submitting files to NISS.

With suggestions and direct links to pertinent files and website pages, we believe this checklist will be of great benefit to our member companies. We encourage companies to use the Filing Preparation Checklist each year as a guide through the NISS statistical reporting process.

Member companies can download this checklist at any time on the NISS website under the following menu item: [Data Submissions & Filings\Filing Preparation Checklist](#).

Please feel free to contact us if you have any questions or need any additional information.

Very truly yours,

A handwritten signature in black ink that reads "Theresa A. Szwast".

Theresa A. Szwast  
President & CEO