

How to fill out the OIC Home Heating Fuel Annual Report (Page 1)

This training material will help guide you through the steps to make your Annual Report filing with the OIC. Here is what page 1 looks like:

Washington State
Office of the
Insurance Commissioner

Welcome Your Company Name [Home] | [Logout]

OIC Online Services

Your Company Name
Filing for Year Ending 12/31/2013 WAOIC#: NAIC#: Service Contract Provider

Main Menu Annual Report Due Date 03/03/2014

1 2 3

Annual Filing Documents Final Submission

See annual filing instructions Next

Financial Responsibility

How does the Registrant ensure its financial responsibility?

Funded Reserve Account and Financial Security Deposit
 Reimbursement Insurance Policy

Print Validate Filing Save Next

We created this training material on a test site. The actual site may look different.

At the bottom of the page, notice the **Save** button.



You can save your work and return later to continue. In addition, the system times out after a period of inactivity. This would cause you to lose any unsaved work.

You can print your Annual Report to a PDF file using the *Print* button. Please note that it will only print what you have saved. So generally, you'll want to save before you print.

The *Validate Filing* button will check to ensure that every required item has a response. If you haven't been to pages 2 or 3 yet, you will get validation errors for things you haven't seen yet. We recommend clicking the *Validate Filing* button when you believe that you've responded to every item and attached all the required documents.

How to fill out the OIC Home Heating Fuel Annual Report (Page 1)

The beige banner near the top shows:

Your company name; date of the Annual Report; WAOIC number; and the Annual Report due date.

There are also navigation links.

The screenshot shows the OIC Online Services interface. At the top, a blue banner displays the Washington State Office of the Insurance Commissioner logo and the text "Welcome Your Company Name". To the right of the banner are "[Home]" and "[Logout]" links. Below the banner is a beige banner containing "Your Company Name", "WAOIC#: [redacted]", "NAIC#: [redacted]", and "Filing for Year Ending 12/31/2013". A red box highlights this beige banner. A green box labeled "To log out" points to the "[Logout]" link. Another green box labeled "Back to the main menu (home)" points to the "[Home]" link. Below the beige banner is a "Main Menu" section with a dark background. A red box highlights the "Annual Report Due Date 03/03/2014" text. The "Main Menu" contains several items: "1 Annual Filing" (with a green box pointing to it and a note "The page you're on is marked by a dark background."), "2 Documents", "3 Final Submission", and a "Next" button. A green box labeled "These are links to navigate to the other pages." points to the "Documents", "Final Submission", and "Next" links. A green box labeled "This link takes you back to the main menu (home)." points to the "Main Menu" link.

Financial Responsibility Options

To begin, click the button next to the type of financial responsibility that your company uses.

The screenshot shows the "Financial Responsibility" section. A red box contains the text "Click the one that your company uses". Two red arrows point from this box to the radio buttons for "Funded Reserve Account and Financial Security Deposit" and "Reimbursement Insurance Policy". The question "How does the Registrant ensure its financial responsibility?" is displayed above the options.

After you click, the page will expand to show the questions specific to that type.

How to fill out the OIC Home Heating Fuel Annual Report (Page 1)

Financial Responsibility

How does the Registrant ensure its financial responsibility?

- Funded Reserve Account and Financial Security Deposit
- Reimbursement Insurance Policy

General Questions

1. Since the previous annual report (or if this is your first annual report, since the initial registration) have there been any changes in:

A. Your legal status?

- Yes
- No

B. Capital structure or ownership?

- Yes
- No

C. Management Control?

- Yes
- No

D. The form of indemnification under RCW 48.111.040(2)?

- Yes
- No

2. During the filing year, did any state or other regulatory body take disciplinary action against the Registrant, or an officer or director of the Registrant?

- Yes
- No

3. Do all of your service contracts reference your legal name, as required in RCW 48.111.070(2)?

- Yes
- No

4. Has there been a change to the language content of your service contracts?

- Yes
- No

5. Has there been a change to the method by which service contracts are sold to consumers in Washington?

- Yes
- No

Solvency

1. At any time during the filing year, did the liabilities exceed assets?

- Yes
- No

2. At the time of the Final Submission of the Annual Report, will you attach a copy of your financial statements for the year that have been signed by an independent CPA or other approved financial statements?

- Yes
- No

(continued on next page)

How to fill out the OIC Home Heating Fuel Annual Report (Page 1)

Sales and Claims

1. Dollar amount of Home Heating Fuel Service Contracts Gross Consideration Received (See the annual filing instructions)

\$0

2. Dollar amount of Home Heating Fuel Service Contracts Claims Paid

\$0

3. Base Amount [Gross Consideration Received less Claims Paid]

\$0

Funded Reserve Account

Attach a copy of the document that shows the amount in the Funded Reserve Account at year end.
[\(0\) Documents](#)

1. Funded Reserve Requirement [Base Amount times 40%]

\$0

2. Amount in the Funded Reserve Account at year end

\$0

3. Amount in the Funded Reserve Account at year end less the Funded Reserve Requirement

\$0

Sufficient

Financial Security Deposit

Attach a copy of the document that shows the amount in the Financial Security Deposit at year end.
[\(0\) Documents](#)

1. Calculated Financial Security Deposit [Base Amount times 5%]

\$0

2. Minimum Financial Security Deposit

\$10,000

3. Financial Security Deposit Requirement [the greater of amount of Financial Security Deposit line #1 or line #2]

\$10,000

4. Amount in the Financial Security Deposit at year end

\$0

5. Amount in the Financial Security Deposit at year end less the Financial Security Deposit Requirement

\$-10,000

Deficient

The Financial Security Deposit is Deficient. Attach proof that you have cured the deficiency. (See the annual filing instructions)

[\(0\) Documents](#)

Print

Validate Filing

Save

Next

How to fill out the OIC Home Heating Fuel Annual Report (Page 1)

Flexible Format

Depending upon your responses, the Annual Report may ask for more information or documents.

For example, if you answer Yes in General Question #1, a box will appear asking you to explain further. Click in that box to type your explanation.

General Questions

1. Since the previous annual report (or if this is your first annual report, since the initial registration) have there been any changes in:

A. Your legal status?
 Yes
 No

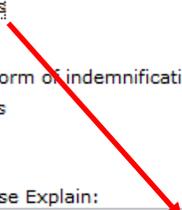
B. Capital structure or ownership?
 Yes
 No

C. Management Control?
 Yes
 No

D. The form of indemnification under RCW 48.111.040(2)?
 Yes
 No

Please Explain:

More



General Questions

General Question #1 — Changes

Please note that only one explanation box appears for question #1. Therefore, if you answer Yes more than once, you must type your responses for each Yes answer in the single *Please Explain* box.

A sample response to #1C:

Please Explain:

Our treasurer retired on October 28, 2013. We hired Roy Otis as treasurer on December 13, 2013.

More

How to fill out the OIC Home Heating Fuel Annual Report (Page 1)

General Question #2 — Regulatory Action

If any regulatory body took disciplinary action against the Registrant, an officer, or director, you will need to provide a detailed explanation in a separate PDF document that you upload with your Annual Report.

2. During the filing year, did any state or other regulatory body take disciplinary action against the Registrant, or an officer or director of the Registrant?

Yes

No

Attach a full and complete description.

[\(0\) Documents](#)

General Question #3 — Service Contract Language

In this question, confirm whether your service contracts have your company's legal name on them.

3. Do all of your service contracts reference your legal name, as required in RCW 48.111.070(2)?

Yes

No

General Question #4 — Changes to your Contact Language

If you have changed the language of your service contracts during the year, you must attach (upload) a copy of each new contract. If your contracts didn't change from the prior year, you don't have to file them with your Annual Report.

4. Has there been a change to the language content of your service contracts?

Yes

No

Attach a copy of the new service contract.

[\(0\) Documents](#)

General Question #5 — Changes in Sales Methods

Please state whether you have changed the method that you sell service contracts. If you have, we may follow-up with you later.

5. Has there been a change to the method by which service contracts are sold to consumers in Washington?

Yes

No

Solvency

Question

If the company was insolvent at any time during the year, you will need to explain the circumstances.

Solvency

At any time during the filing year, did the liabilities exceed assets?

Yes

No

Please explain:

Financial Statements

The Registrant must file its financial statements with the OIC.

Often, the financial statements for the filing year aren't available to file with the Annual Report. In that case, you enter the date that you expect to file them with the OIC.

2. At the time of the Final Submission of the Annual Report, will you attach a copy of your financial statements for the year that have been signed by an independent CPA or other approved financial statements?

Yes

No

Provide the estimated date the Registrant will file the financial statements by

If your estimated date changes, you should amend your Annual Report to update the estimated date of filing.

If your estimated due date passes and you haven't filed, our system will automatically start emailing you reminders until you file.

How to fill out the OIC Home Heating Fuel Annual Report (Page 1)

Funded Reserve Account and Financial Security Deposit

The amounts required for the Account and Deposit depend on the gross consideration received and claims paid. You enter those two figures and the form will calculate the difference.

Sales and Claims	
1. Dollar amount of Home Heating Fuel Service Contracts Gross Consideration Received (See the annual filing instructions)	\$0
2. Dollar amount of Home Heating Fuel Service Contracts Claims Paid	\$0
3. Base Amount [Gross Consideration Received less Claims Paid]	\$0

Now enter the amounts for the Funded Reserve Account and Financial Security Deposit at year-end.

Funded Reserve Account	
Attach a copy of the document that shows the amount in the Funded Reserve Account at year end. (0) Documents	
1. Funded Reserve Requirement [Base Amount times 40%]	\$18,000
2. Amount in the Funded Reserve Account at year end	\$22,500
3. Amount in the Funded Reserve Account at year end less the Funded Reserve Requirement	\$4,500
	Sufficient

Financial Security Deposit	
Attach a copy of the document that shows the amount in the Financial Security Deposit at year end. (0) Documents	
1. Calculated Financial Security Deposit [Base Amount times 5%]	\$2,250
2. Minimum Financial Security Deposit	\$10,000
3. Financial Security Deposit Requirement [the greater of amount of Financial Security Deposit line #1 or line #2]	\$10,000
4. Amount in the Financial Security Deposit at year end	\$10,000
5. Amount in the Financial Security Deposit at year end less the Financial Security Deposit Requirement	\$0

Please note that the Annual Report recalculates after you make an entry, so the form may indicate a deficiency until you enter all of your figures.

You must attach a copy of the document that shows that amount in both the Funded Reserve Account and Financial Security Deposit at year-end. If you use a surety bond, you need to include the document that shows you paid for the bond renewal.

How to fill out the OIC **Home Heating Fuel** Annual Report (Page 1)

If your company uses a Reimbursement Insurance Policy instead, please refer to the Service Contract Provider (Page 1) instructions for the method of identifying the company that issued your policy.

That concludes the question-and-answer portion of the Annual Report. Now would be a good time to save your work.

Next up: Attaching your supplements (Page 2).