

**COMPANY SUPERVISION DIVISION
2023 Annual Report for
Discount Plan Organizations – General Instructions
For the year ending December 31, 2023**

To be in compliance with RCW 48.155.110(1) Washington State requires all licensed Discount Plan Organizations (DPO) to file an Annual Report, required supplements, and exhibits **on or before March 31** for the previous calendar year. Failure to complete this Annual Report as prescribed will subject the DPO to possible disciplinary action.

Please contact the Company Supervision division at (360) 725-7200 or CompanySupervisionFilings@oic.wa.gov if you have any questions regarding the Annual Report or its Instructions.

PROCESS FOR FILING THE 2023 ANNUAL REPORT IS THE SAME AS LAST YEAR

- The Annual Report is an on-line form.
- The questions on the Annual Report remain the same as last year.
- All required attachments must be uploaded as PDF files.
- The online filing system will not allow you to finalize your Annual Report until all required documents have been uploaded.
- Incomplete submissions will be considered late.

If you have not filled out the Annual Report completely and want to save your work to return to it later, click on the “Save” button at the bottom of the page. You may then Logout and return to your partially completed Annual Report at a later time.

COMMON DOCUMENTS NEEDED TO MEET ANNUAL REPORTING REQUIREMENTS

- Audited Financial Statement specific to the DPO as a separate legal entity.
- The Annual Report Attestation.
The Annual Report Attestation must be signed and notarized to be accepted.
- A copy of the surety bond or bank statement to comply with RCW 48.155.040.
- Conflict of Interest form(s) for any new people responsible for the DPO’s affairs.
- Updated Conflict of Interest form(s) for a person whose information has changed since the previous filing.

Find blank Attestation and Conflict of Interest forms on our website:
<https://www.insurance.wa.gov/discount-plan-organization-financial-filing-information>

FORMS AND FILING INFORMATION

- To access the form for report year 2023, go to www.insurance.wa.gov
- Once on the OIC website choose the “*For Insurers & Regulated Entities*” tab.



- At that link, in the left column near the bottom of the page, is the header ‘*Financial filings*’ Choose the ‘*Annual financial filing statements*’ link on this page.

Financial filings

- On this page choose the links under the heading “*Discount plan organization*”

Discount plan organization

[Filing information](#)

Here you will find:

- Detailed instructions for each page of the Annual Report.
- Find out who your contact person is using the “Find your Entity Contact” tool.
- Log in and file your annual report
Note: User ID’s always consist of the letters FIN followed by your WAOIC number.
- Retrieve/reset passwords by using the “Forgot Password?” tool.

PAYMENTS FOR FILING AND RENEWAL FEES

Please review:

- RCW 48.155.110 regarding the \$20 annual reporting fee (due March 31) and
- RCW 48.155.020 regarding the \$200 renewal application fee (due April 1).

The person listed as your Annual Report filing contact will receive an e-mail in January when your fees are available to be paid.

On January 1, 2015, we merged the payment and Annual Report filing systems into a single Company Filing and Payment Center, so your Annual Report filing User ID will also allow you to log into the payment system under your login. (FIN followed by your WAOIC number)

- The E-Tax contact and separate “TAX” (payment) login no longer works.
- You may pay by credit card, electronic funds transfer, or by check.

Please note that this information replaces and supersedes all previous filing instructions and exemptions that you may have received from this office. If you have questions regarding the filing information, instructions, or requirements, please contact us at (360)725-7200 or email CompanySupervisionFilings@oic.wa.gov prior to any deadline.