

Property Insurance Association of Louisiana

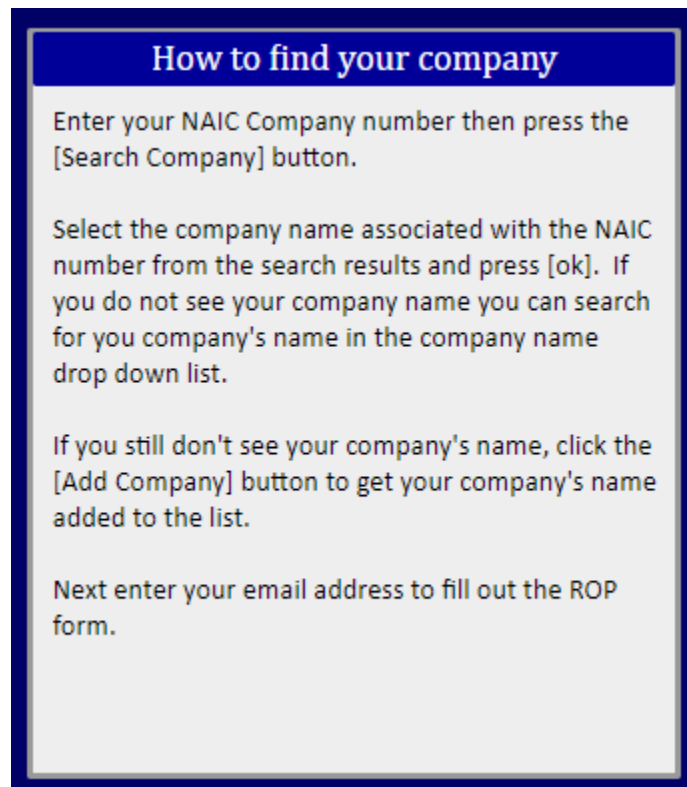
Instructions for Completing the Revised Louisiana Report of Premiums Written

General

These instructions outline the information to report to Property Insurance Association of Louisiana (PIAL) each year for use in the calculations of the PIAL assessments. The reporting categories are based on the National Association of Insurance Commissioners (NAIC) line items reported on the Annual Statement - Exhibit of Premiums and Losses (Statutory page 14) for Louisiana.

Report of Premium Submission

To report premium for this year, the company name must be searched and found within the company name's table. This new procedure will eliminate duplicate records, ensure that our records are current, and reduce inconsistency with company names. On the start page, you will be asked to follow the on-screen directions.



How to find your company

Enter your NAIC Company number then press the [Search Company] button.

Select the company name associated with the NAIC number from the search results and press [ok]. If you do not see your company name you can search for you company's name in the company name drop down list.

If you still don't see your company's name, click the [Add Company] button to get your company's name added to the list.

Next enter your email address to fill out the ROP form.

If you are unable to find your company in the form's company table, you will be asked to enter information to add your company to the search list. After all the information needed to add the company has been added, click the [Add Company] button. PIAL management will review the request and add the company to the search list as soon as possible. Notification will be sent, via email, to the email address entered, when your company has been added to the company search drop down list.

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Single

The member company will select [Single] if reporting for one company. When reporting with the single option, only one Annual Statement, Exhibit of Premiums and Losses (Statutory page 14) MUST be uploaded and is required before the form can be submitted.

Group

Member companies under common management may submit a group report. Companies will select [Group] if combining two or more companies. On the Group page, you will follow on-screen instructions on how to enter companies into the table. You must upload an Annual Statement, Exhibit of Premium and Losses (Statutory page 14) for **each** company added. After all companies are added, hit the [Next] button. The total premium for each line of business that was entered in the group table will be displayed to the left of the ROP form. The entered amounts on the ROP form must match what was entered in the group table before submission is allowed.

Total Statutory Page 14

This column is a read-only column and will display a running total of each line of business as it is entered in the ROP form and must equal the totals from your company's Annual Statement, Exhibit of Premiums and Losses (Statutory page 14). Amounts reported MUST match to amounts found in the corresponding line items for Direct Premiums Written (Gross Premiums, Including Policy and Membership Fees, Less Return Premiums and Premiums on Policies Not Taken).

Save and Print

Please be aware of the [Save] button at the bottom of the form. If you need to save your information and return later, select the [Save] button and an email will be sent to you with a link to your saved form. Use the emailed link to return to the saved form. Saving the form does not submit the form for review. When selecting [Save], you will be asked if you wish to continue to only save and not submit the form for review.

To print the ROP form, if you want to print a copy for your records, hit the [Print] button prior to submission.

Helpful Hints and Definitions

Throughout the form there are icons that when clicked will display helpful hints, instructions, and definitions of terms used throughout the form. Click on the [?] icon for definitions of terms. Click on the [i] icon for helpful hints and instructions.

Email Notification

Email notifications will be sent if the form is saved before submission. A link, which will give you access back to your saved form, will be provided in the email. An email notification will be sent when the form is successfully submitted. If for any reason the submitted form is rejected, by PIAL, an email notification will be sent, requesting a resubmission to correct the reason(s) for rejection.

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PIAL Programs

Use these columns to report all premiums from programs based on PIAL rates. Columns for reporting these premiums are:

- PIAL Programs (Fire and Allied Lines) - Dwelling and Farm Lines
- PIAL Programs (Fire and Allied Lines) - Commercial Lines (Schedule-Rated Properties)
- PIAL Programs (Fire and Allied Lines) - Commercial Lines (Class-Rated Properties)
- PIAL Programs - Homeowners & Farmowners Lines (Non-ISO Members)
- PIAL Programs (with ISO) - Homeowners & Farmowners Lines (ISO members)
- PIAL Programs - Commercial Lines (Non-ISO Members)
- PIAL Programs (with ISO) - Commercial Lines (ISO members)

Line of Business	Category	PIAL Programs	PIAL Programs (with ISO)	Independent Programs	Independent Programs (with ISO)	Totals Statutory Page 14
1.0 Fire	Dwelling & Farm					
	Commercial Schedule-Rated					
	Commercial Class-Rated					
2.1 Allied Lines	Dwelling & Farm					
	Commercial Schedule-Rated					
	Commercial Class-Rated					
3.0 Farmowners multiple peril	Farmowners					
4.0 Homeowners multiple peril	Homeowners					
5.1 Commercial multiple peril	Commercial (non-liability premium only)					

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Independent Programs

Use these columns to report all premiums from programs not based on PIAL rates. Columns for reporting these premiums are:

- Independent Programs (Fire and Allied Lines) - Dwelling Farm Lines
- Independent Programs (Fire and Allied Lines) - Commercial Lines (Schedule-Rated Properties)
- Independent Programs (Fire and Allied Lines) - Commercial Lines (Class-Rated Properties)
- Independent Programs - Homeowners & Farmowners Lines
- Independent Programs - Commercial Lines (Non-ISO Members)
- Independent Programs (with ISO) - Commercial Lines (ISO Members)

Line of Business	Category	PIAL Programs	PIAL Programs (with ISO)	Independent Programs	Independent Programs (with ISO)	Totals Statutory Page 14
1.0 Fire	Dwelling & Farm					
	Commercial Schedule-Rated					
	Commercial Class-Rated					
2.1 Allied Lines	Dwelling & Farm					
	Commercial Schedule-Rated					
	Commercial Class-Rated					
3.0 Farmowners multiple peril	Farmowners					
4.0 Homeowners multiple peril	Homeowners					
5.1 Commercial multiple peril	Commercial (non-liability premium only)					

On this version of the electronic form, if premiums are reported under the Independent Programs columns, before submitting the form, a few questions must be answered. Your answers to these questions will help PIAL Management to determine the independent status of a particular program.

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Deviation Adjustments

If the premiums reported for PIAL programs are based on rates which deviate from those published by PIAL, select “Yes” to the question, “Do you have premium to report under any Independent Programs?” and you will enter adjustments for deviations to PIAL programs under the columns “PIAL Programs Adjustments” and “PIAL Programs Adjustments (with ISO)”. Enter these amounts to show the adjustments (either positive or negative) to the amounts reported to bring the total premiums to the amount which would have been received using the PIAL rates.

Note: On the electronic form, deviation adjustments are reported on a separate screen. To report deviation adjustments, answer ‘Yes’ to the question, “Do you have adjustments for deviations to PIAL programs to report?”.

You will be brought to a separate screen to report deviation adjustments. You will return to the ROP form (this screen) after you enter the deviation adjustment amounts.

Line of Business	Category	PIAL Programs	PIAL Programs Adjustments	PIAL Programs (with ISO)	PIAL Programs Adjustments (with ISO)	Totals Statutory Page 14
1.0 Fire	Dwelling & Farm					
	Commercial Schedule-Rated					
	Commercial Class-Rated					
2.1 Allied Lines	Dwelling & Farm					
	Commercial Schedule-Rated					
	Commercial Class-Rated					
3.0 Farmowners multiple peril	Homeowners & Farmowners					
4.0 Homeowners multiple peril	Homeowners & Farmowners					
5.1 Commercial multiple peril	Commercial (non-liability premium only)					
12 Earthquake	Dwelling & Farm					
	Commercial Schedule-Rated					
	Commercial Class-Rated					
	Commercial Multiple Peril					
	Homeowners & Farm					
Total Direct Written Premium Reported:						

After entering deviation adjustments on the separate screen, the entered amount will reflect under the Totals Statutory Page 14 column of the main report. At any time before submission, if the amounts entered on the adjustment page need to be altered, select ‘Yes’ to the question, “Do you wish to reset the PIAL Program adjustments and reenter the amounts?”.

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Multiple Peril Homeowners and Farmowners

Note: The electronic form companies will be using to Report Premiums does not use the terms “Full Service” and “Partial Service”. In the past, when filling out the Report of Premium form, premiums reported using columns PIAL Programs (with ISO) and Independent Programs were reported under “Partial Service”.

Reporting Premiums by Policy Type or Peril General

The starting point on the electronic form is the selected line items from the NAIC Annual Statement for the year 2017 – Exhibit of Premiums and Losses (Statutory page 14) for Louisiana. **REMEMBER TO ROUND TO THE NEAREST THOUSAND.** Should any portion of the amounts reported from selected line items not be subject to assessment by PIAL, please select the question, and enter the amount into the column “PW Not Assessed” and report the explanations in the explanation fields.

Dwelling and Farm Property

Report Dwelling and Farm Monoline policies written from Fire, Allied Lines, and Earthquake lines under the appropriate column and row. For PIAL programs with deviations, report the impact of the deviation to adjust the premiums written to be comparable to all PIAL program policies.

Commercial Monoline

Report Commercial Monoline policies written from Fire, Allied Lines, and Earthquake under the appropriate row and column. The columns are delineated by Commercial Schedule-Rated properties and Commercial Class-Rated properties, as well as PIAL Programs and Independent Programs. Louisiana identification codes are: 1 and 4 for Commercial Schedule-Rated, and 2 for Commercial Class-Rated.

Multiple Peril Lines

Report multiple peril policies written from Farmowners, Homeowners, Commercial (nonliability portion), and Earthquake.

Premium Written Not Assessed

If you have premium written that is not assessed, select ‘Yes’ to the question, “Should any portion of the amounts reported not be subject to assessment by PIAL?”. Enter the amount of premium for each line of business. You must include an explanation as to why the amounts are not subject to assessment by PIAL. When finished entering the amounts and explanation, press [Close] to hide the pop-up box displayed. To make changes, view or remove premium written not assessed information, click on the [Show Explanations] button.

Note: The show explanations button will only display if premium written not assessed information has been entered and the pop-up box was closed and hidden.

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Appendix A:

Example results from an example electronic report of premium for XYZ Insurance:

REMEMBER TO ROUND TO THE NEAREST THOUSAND

In 2017, XYZ Insurance reported on its Annual Statement the following amounts under Direct Premiums Written.

Direct Premiums Written:				Example Rounded:
1.0	Fire	\$75,498.00		75
2.1	Allied Lines	\$990,225.00		990
3.0	Farmowners M/P	\$50,333.00		50
4.0	Homeowners M/P	\$2,090,214.00		2,090
5.1	Commercial M/P	\$115,250.00		115
12.0	Earthquake	\$2,800.00		3

Additional Details:

Dwelling and Farm Policies

Fire:	\$43,352.00	Based on PIAL rates - with a deviation	43
	\$1,935.00	Deviation – higher than PIAL rates	2
Allied Lines:	\$840,350.00	Based on PIAL rates – no deviation	840
Earthquake:	\$2,800.00	Based on PIAL rates – no deviation	3

Commercial Monoline Policies

Fire:	\$25,321.00	Independent Programs – Schedule-Rated Class-Rated	25
	\$6,825.00		7
Allied Lines:	\$95,350.00	Independent – Schedule-Rated	95
	\$54,525.00	Independent – Class-Rated	55

Multiple Peril Policies

Farmowners:	\$50,333.00	Independent Programs	50
Homeowners:	\$1,490,112.00	Based on PIAL rates – with a deviation	1,490
	\$387,745.00	Deviation – higher than PIAL rates	388
	\$600,102.00	Independent Programs	600
Commercial:	\$115,250.00	Independent Programs	115