

## **A Follow Up to 'What You Need to Know About Filing Your Monthly Report'**

Last issue, I gave you information about how to file your monthly reports, and this time I'd like to mention the new procedures that the North Carolina Department of Insurance has implemented.

At the beginning of January, the Department's Agent Services Division (ASD) sent out a memorandum that further explained formatting requirements for monthly reports to all professional and surety bail bondsmen. You should have also received a checklist and sample reporting forms.

In accordance with N.C.G.S. 58-71-165, bondsmen are required to file a written report listing *all* bail bonds for which they are liable as of the first day of the month. The following information must be included on the report: name of each bail bond written, the date of the bond, the principal sum of the bond, the state or local official who accepted the bond and the fee charged for writing the bond. The new format requires:

- Please note at the top of the report whether the report is for your professional or surety license — a separate report should be sent in for each license type.
- The bondsman's full name (first, middle initial and last) should be clearly printed at that top of the page. Reports should be typed; handwritten reports are no longer acceptable.
- A total amount for all outstanding liabilities should be listed at the bottom of each page, and a grand total amount should be included at the end of the report.
- Professional bail bondsmen should ensure that they are not violating N.C.G.S. 58-71-145 — a bail bondsman must have a minimum of \$15,000 on deposit and shall maintain a deposit of securities of at least one-eighth the amount of all bonds or undertakings written in this state which he or she is absolutely or conditionally liable as of the first day of the current month.
- A professional bail bondsman shall not become liable on any bond or multiple of bonds for any one individual that totals more than one-fourth of the value of the securities deposited with the Commissioner at that time, until final termination of liability on such bond or multiple bonds.

- A bail bond report should include all bonds written under that license. If a professional has a bail bond runner working under him/her, then the bonds written by the runner also should be included in the professional bail bondsman's report.
- The bondsman should list the bonds written in alphabetical order on the monthly report. This will allow the bondsman to view the amount of bonds outstanding for one individual.
- If you are submitting multiple reports for different bondsmen in the same mailing, do not bundle the separate reports together. Instead, you should separate each individual's report by stapling/clipping multiple pages of the same report together.
- If a bondsman has not written any bonds in the current reporting month, the monthly report should reflect all remaining outstanding liability for any previous months or the report should clearly state "no outstanding liability."

These format changes became effective Jan. 1, 2006. As always, ASD should receive all reports on or before the *15<sup>th</sup>* day of each month, and if you fail to submit the monthly report in the prescribed format and in a timely manner, administrative action may be taken against you.

Also, please make sure that your correct address is on file with ASD. In accordance with N.C.G.S. 58-2-69(b), you are required to notify the Division, in writing, within 10 business days of any address changes.

If you have any questions relating to monthly reports or if you did not receive the January memorandum explaining the formatting changes, please contact Gerald Mitchell at (919)715-0192. You may also access this information and more agent-related material on the Department's Web site, [www.ncdoi.com](http://www.ncdoi.com).