

## Special Instructions for Submitting the NC Small Group Annual Actuarial Certification

### VIA SERFF - **PREFERRED**

In addition to the normal instructions for submission via SERFF which can be found in SERFF itself, please note the following:

#### Filing Type

Small Employer Group Annual Actuarial Certification

#### TOI

Company Type	TOI	Sub-TOI
Accident and Health Insurer OR Medical Service Corporation	H16G	H16G.003G
HMO	HOrg02G	HOrg02G.004E

#### PPACA

Not-PPACA Related

#### Overall Rate Impact

0.00%

#### Market Type

Group

#### Group Market Size

Small

#### Group Market Type

Employer

#### Add Rate Data? (Will be found on the Rate/Rule Schedule)

No

Note the data point above may NOT be displayed; if it is, answer "No."

#### Supporting Documentation

Place the cover letter (if applicable) and the Actuarial Certification here.

**Please include in your documentation the name, email address, postal address and phone number of the Actuary who has signed the certification.**

## **VIA NC NoPAPER (i.e., email)**

All documents submitted should be submitted in an Adobe 9.0 or earlier version (PDF). Attach all components of the filing (cover letter and actuarial certification) to an e-mail message and address to [L&Hinbox@ncdoi.gov](mailto:L&Hinbox@ncdoi.gov) .

Note that Life & Health does not accept multi company filings under a single email submission. Each company must file separately in its own name.

### **Complete the body of your Email in this order:**

- Company Name
- Purpose of Filing: Small Group Actuarial Certification for Reporting Year “X”
- Filing Type: Small Employer Group Annual Actuarial Certification
- TOI/Sub-TOI – See SERFF Instructions above
- Filer’s Name and E-mail Address
- Label and Attach PDF Documents to Your Email as Follows:
  - Transmittal Header or Cover Letter (if applicable)
  - Actuarial Certification
  
- **Please include in your documentation the name, email address, postal address and phone number of the Actuary who has signed the certification.**

## **VIA Mail**

Send filing to:

Jean Holliday  
Life & Health Division/NCDOI  
1201 Mail Service Center  
Raleigh, NC 27699

### **Include the following in your submission:**

- Company Name
- Purpose of Filing: Small Group Actuarial Certification for Reporting Year “X”
- Filing Type: Small Employer Group Annual Actuarial Certification
- TOI/Sub-TOI – See SERFF Instructions above
- Filer’s Name and E-mail Address
- Attach the Actuarial Certification
  
- **Please include in your documentation the name, email address, postal address and phone number of the Actuary who has signed the certification.**