ANNUAL STATEMENT FILING INSTRUCTIONS
FILINGS MADE DURING THE CURRENT YEAR

PETROLEUM CLEAN WATER TRUST FUNDS

The following items are considered to be part of the Annual Statement filing required under Idaho Code § 41-4928(2) and are required of all trust funds registered Under Title 41, Chapter 49.

Form: Annual Statement submitted on a NAIC Property and Casualty convention blank

Domestic registrants are required to submit two Property/Casualty Statements, including all of the following supplements and attachments. Domestic Statements must include ORIGINAL signatures and notarization on Jurat page. *

Domestic Insurers must file two printed Quarterly Financial Statements. Due dates for Quarterlies are 5/15, 8/15 and 11/15.

- Statement of Actuarial Opinion
- Supplemental Compensation Exhibit
- Premium Tax – Statement of Taxes & Fees
- Management's Discussion and Analysis (MDA).

*Due to COVID-19 limitations, the Department is accepting electronic signatures of qualified officers and notarizations on the Jurat page. These signatures should include the e-signature and the date it was signed.

**Due Date** – Annual Statements and applicable supplements are due on or before the listed date. If the listed date falls on a Saturday or Sunday, the deadline will be extended to the following Monday for that year only.

**IMPORTANT NOTICE:** All tax filings, continuation fee statement filings and corresponding payment processes for continuation fees, premium tax, and related costs are not changed and must be filed electronically. Please review the guidance at: [https://doi.idaho.gov/](https://doi.idaho.gov/)