

FIGA

FLORIDA INSURANCE GUARANTY ASSOCIATION



Assessment Quarterly Surcharge

REPORTING + REMITTANCE

HOW TO GUIDE V1

Version 1.0 | June 2022

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Introduction

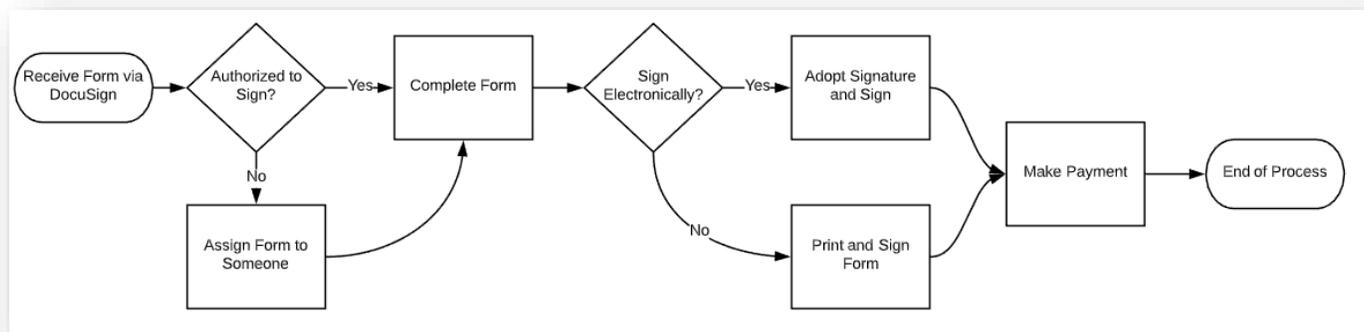
The purpose of this Guide is to help members understand how to file their **Quarterly Surcharge Remittance Form** (“**QSR**”). FIGA designed this process with the members in mind to make the reporting and remittance process simple to use and efficient for FIGA’s staff to track completion of QSRs and the collection of funds remitted. DocuSign is the platform that makes this all happen seamlessly.

Process Overview

We understand not all members share the same approval policy. With DocuSign, member companies can either submit their completed QSRs via the automated reporting process or “**Print and Sign**” a hard copy of the QSR for those members that require wet signatures. What if you receive email notice and you are not authorized to sign and submit? Well, DocuSign has that covered too with a feature that allows you to assign the electronic form to someone else to complete. This Guide will help you navigate through our reporting process efficiently while remaining compliant with any internal reporting practices your company may have.

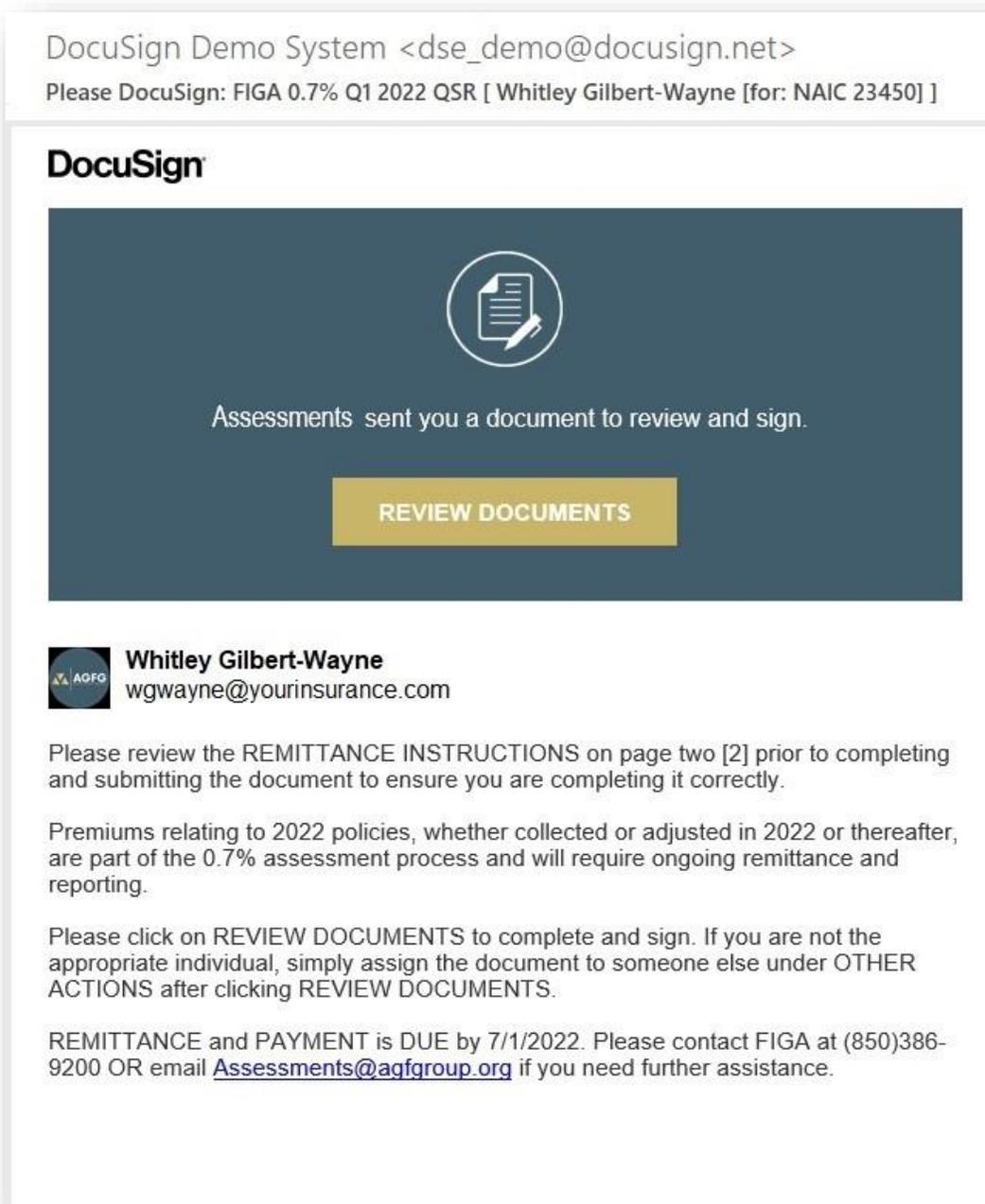
Before we begin diving into the step by step process, here is a high level overview of how the FIGA reporting and remittance process works.

FIGA Assessment Surcharge Remittance Workflow



Submitting a Quarterly Surcharge Remittance via DocuSign

Step 1: To begin the reporting process, open the email sent via DocuSign and click on **REVIEW DOCUMENTS**.



Step 2: Click checkbox to agree to sign electronically and click **CONTINUE**. Later you will be able to **Print and Sign** if your company’s approval policy requires a wet signature.

Please Review & Act on These Documents DocuSign

Assessments
American Guaranty Fund Group

Please review the REMITTANCE INSTRUCTIONS on page two (2) prior to completing and submitting the document to ensure you are completing it correctly.

Premiums relating to 2022 policies, whether collected or adjusted in 2022 or thereafter, are part of the 0.7% assessment process and will require ongoing remittance and reporting.

Please click on REVIEW DOCUMENTS to complete and sign. If you are not the appropriate individual, simply assign the document to someone else under OTHER ACTIONS after clicking REVIEW DOCUMENTS.

REMITTANCE and PAYMENT is DUE by 7/1/2022. Please contact FIGA at (850)386-9200 OR email Assessments@agfgroup.org if you need further assistance.
[View Less](#)

Please read the Electronic Record and Signature Disclosure.
 I agree to use electronic records and signatures. CONTINUE OTHER ACTIONS ▾

CITY: Princeton	PHONE EXT.:
STATE: NJ	ZIP: 08543-5240
	EMAIL: lwgwayne@yourinsurance.com

REPORTING QUARTER:	ASSESSMENT YEAR Policy Effective (Inception) Date Range	ASSESSMENT CALCULATION (See Instructions)
01/01/2022 - 03/31/2022	01/01/2022 - 12/31/2022	
(1) DIRECT ASSESSABLE PREMIUMS COLLECTED		0
(2) ASSESSMENT/SURCHARGE RATE		0.007
TOTAL ASSESSMENT SURCHARGE COLLECTED & REMITTED (1 * 2)		0
BALANCE FORWARD		0
AMOUNT DUE (CREDITED)		0

Step 3: Verify and update company and contact information. Any contact information [highlighted fields] updated on the QSR will automatically update in our system once it has been received and processed. **Please note that the required format for phone number is 999.999.9999** when updating this field. Any other format will cause an error and can delay the processing of your QSR.

DocuSign Envelope ID: 22A0F719-1207A9-199-ACE2-90B1C4092174

PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docusign.com

FIGA  **FIGA 0.70% Assessment [All Other Account]**
Q1 2022 Quarterly Surcharge Remittance
Remittance + Payment DUE 07/01/2022

START

COMPANY NAME: AMERICAN FAMILY HOME INSURANCE COMPANY

GROUP: 777 - Insured Re Grp

NAIC: 23450

CONTACT NAME: Whitley Gilbert-Wayne

ADDRESS: 555 College Road East POBox 5241

TITLE: Data Reporting Manager

ADDRESS 2:

PHONE NUMBER: 609.777.9311

CITY: Princeton

PHONE EXT.:

STATE: NJ

ZIP: 08543-5240

EMAIL: lwgwayne@yourinsurance.com

Step 4: Enter Direct Assessable Premiums Collected to calculate the surcharge due.

START	REPORTING QUARTER:	ASSESSMENT YEAR Policy Effective (Inception) Date Range	ASSESSMENT CALCULATION (See Instructions)
		01/01/2022 - 03/31/2022	01/01/2022 - 12/31/2022
	(1) DIRECT ASSESSABLE PREMIUMS COLLECTED		0
	(2) ASSESSMENT/SURCHARGE RATE		0.007
	TOTAL ASSESSMENT SURCHARGE COLLECTED & REMITTED (1 * 2)		0
	BALANCE FORWARD		0
	AMOUNT DUE (CREDITED)		0

START	REPORTING QUARTER:	ASSESSMENT YEAR Policy Effective (Inception) Date Range	ASSESSMENT CALCULATION (See Instructions)
		01/01/2022 - 03/31/2022	01/01/2022 - 12/31/2022
	(1) DIRECT ASSESSABLE PREMIUMS COLLECTED		653336633
	(2) ASSESSMENT/SURCHARGE RATE		0.007
	TOTAL ASSESSMENT SURCHARGE COLLECTED & REMITTED (1 * 2)		4,573,356
	BALANCE FORWARD		0
	AMOUNT DUE (CREDITED)		4,573,356

Step 5: Read the special instructions regarding premium. Reporting can be suspended (by written request) if your company will not write any premium during the Assessment Period, however the **initial** and **annual reconciliation filings (of zero dollars)** are still required.

If the company indicated above **WILL NOT WRITE ANY PREMIUM DURING THIS ASSESSMENT PERIOD**, please contact us at (850) 386-9200 or send an email to assessments@aafgroup.org to suspend subsequent reporting. Please note that the **Annual Surcharge Reconciliation** reporting **WILL STILL BE REQUIRED**.

Step 6: Complete the **Title** section and click the **Sign** button. The date will be timestamped with the current date.

Authorized Representative:		Title: DATA REPORTING MANAGER	Date: 6/8/2022 5:10 PM EDT
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Step 7: Enter your full name and initials and select your preferred digital signature style. Next click, **ADOPT AND SIGN** and then **FINISH** to complete the reporting process.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* **Initials***

SELECT STYLE DRAW UPLOAD

PREVIEW Change Style

DocuSigned by:




By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

BALANCE FORWARD	0
AMOUNT DUE (CREDITED)	4,573,356

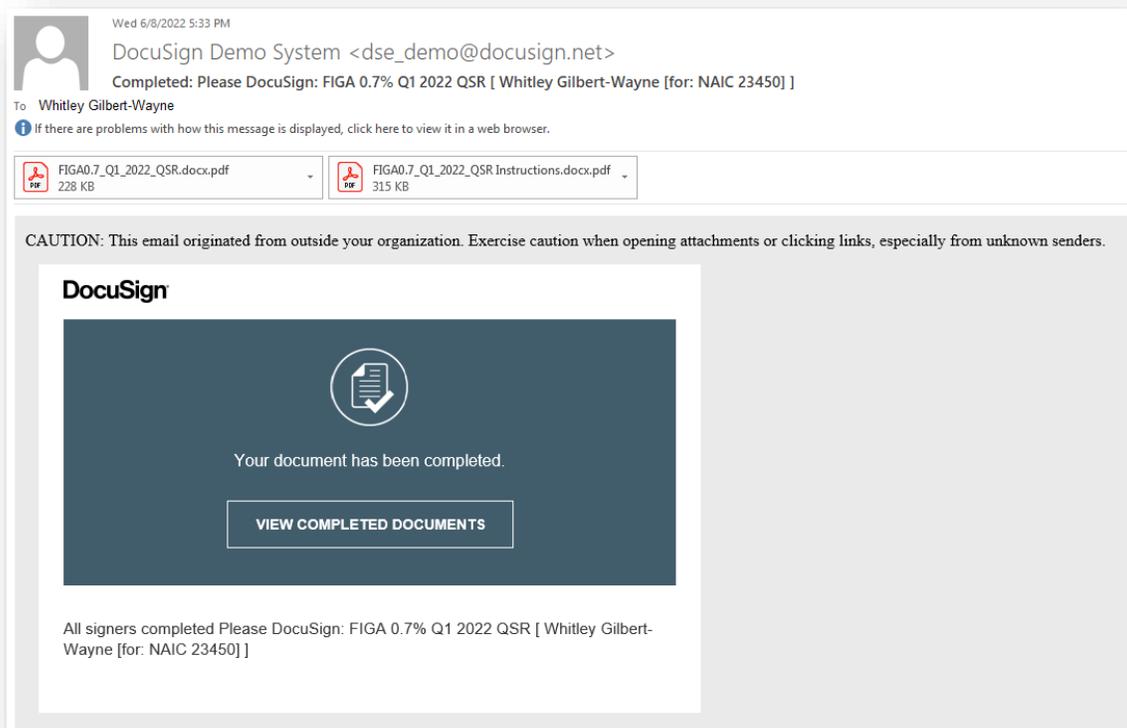
If the company indicated above WILL NOT WRITE ANY PREMIUM DURING THIS ASSESSMENT PERIOD, please

Ready to Finish?

You've completed the required fields. Review your work, then select **FINISH**.

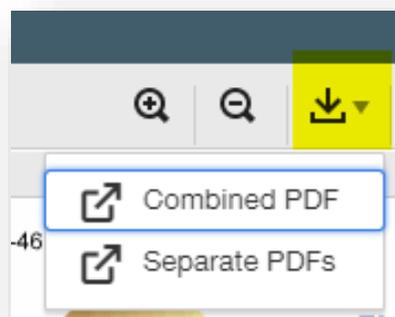
FINISH

Step 8: DocuSign returns the completed QSR to the recipient’s email so that it can be used to process the surcharge payment due to FIGA via check, wire, or ACH transfer using your normal disbursement process.



Downloading Documents In Process

DocuSign also allows you to download a partially completed QSR before signing and submitting it. Simply click the **Download icon** in the top center toolbar to download it to your local machine. For documents with multiple pages, you have the option of downloading separate files for each page or one combined file.





Your PDF is being generated. If you have your browser set to save PDF files, you may close this window after the file has downloaded.

CLOSE

The downloaded QSR will be stamped with a watermark of **"In Process"** to indicate that it has not finished the process.

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docuSign.com

DocuSign Envelope ID: 2C4105A5-178F-46FF-907A-B86E360DF0AC



FIGA 0.70% Assessment [All Other Account]
Q1 2022 Quarterly Surcharge Remittance
Remittance + Payment DUE 07/01/2022

COMPANY NAME: AMERICAN FAMILY HOME INSURANCE COMPANY		
GROUP: 777 - Insured Re Grp		
NAIC: 23450	CONTACT NAME: Whitley Gilbert-Wayne	
ADDRESS: 555 College Road East POBox 5241	TITLE: Data Reporting Manager	
ADDRESS 2:	PHONE NUMBER: 609.777.9311	
CITY: Princeton	PHONE EXT.:	
STATE: NJ	ZIP: 08543-5240	EMAIL: wgwayne@yourinsurance.com

REPORTING QUARTER:	ASSESSMENT YEAR <small>Policy Effective (Inception) Date Range</small>	ASSESSMENT CALCULATION <small>(See Instructions)</small>
01/01/2022 - 03/31/2022	01/01/2022 - 12/31/2022	
(1) DIRECT ASSESSABLE PREMIUMS COLLECTED		63336333
(2) ASSESSMENT/SURCHARGE RATE		0.007
TOTAL ASSESSMENT SURCHARGE COLLECTED & REMITTED (1 * 2)		443,384
BALANCE FORWARD		0
AMOUNT DUE (CREDITED)		443,384

If the company indicated above **WILL NOT WRITE ANY PREMIUM DURING THIS ASSESSMENT PERIOD**, please contact us at **(850) 386-9200** or send an email to assessments@afgroup.org to suspend subsequent reporting. Please note that the **Annual Surcharge Reconciliation** reporting **WILL STILL BE REQUIRED**.

The undersigned certifies that this remittance has been examined and is, to the best of the undersigned's knowledge, accurate, complete and made in good faith.

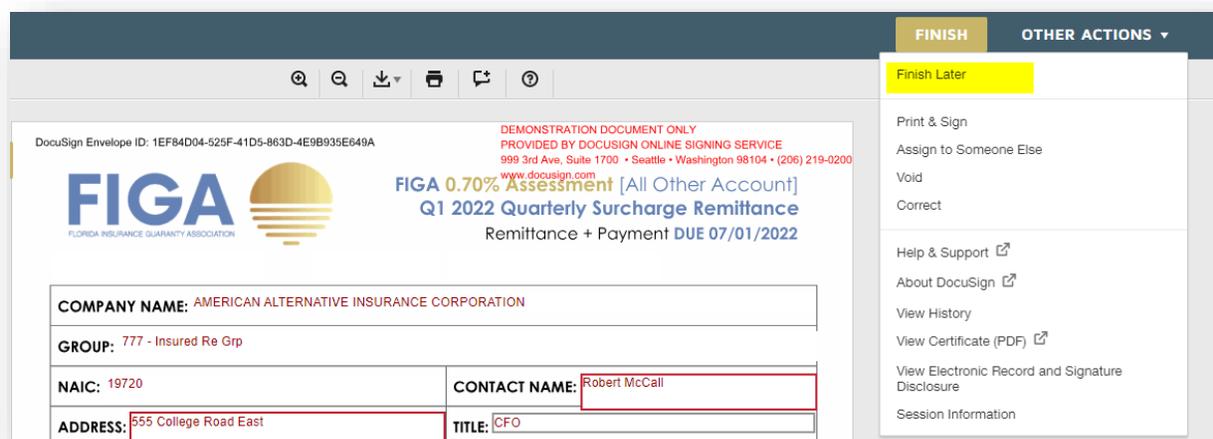
Authorized Representative:	Title:	Date:
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Q1 2022 Quarterly Surcharge Remittance [for the 0.70% Assessment levied 10/11/2021] Page 1

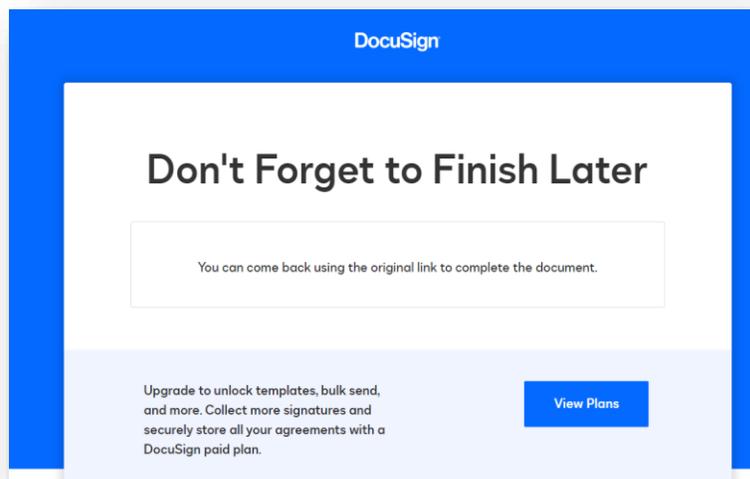
Finishing Later

DocuSign allows you to save an incomplete QSR and finish it later when necessary via very simple steps.

Step 1: Under the **OTHER ACTIONS** drop-down, click **Finish Later**.



Any information you've entered or updated will be saved and you will then be navigated to the following page:

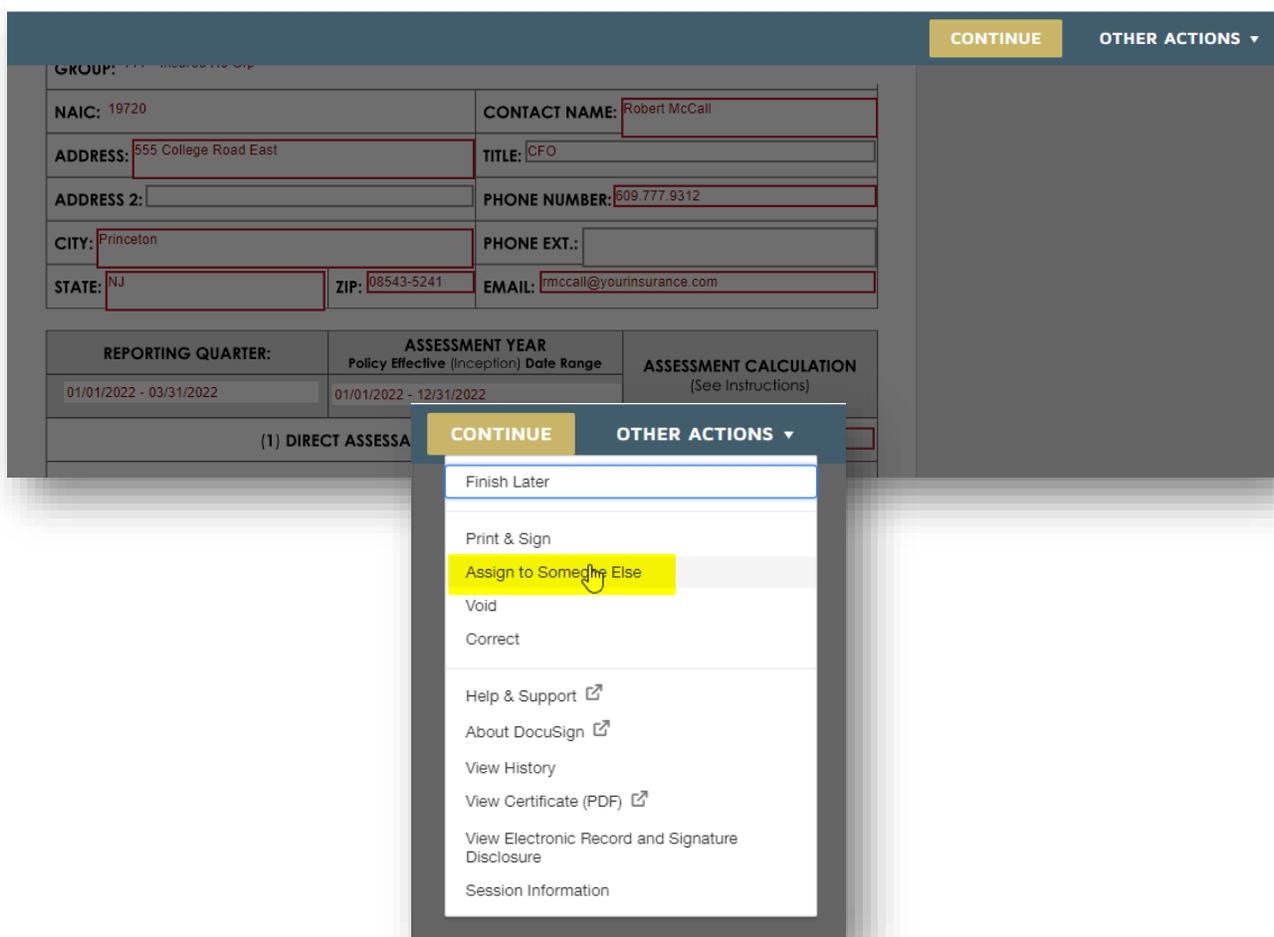


Step 2: Go back later to finish submitting the QSR using the original DocuSign link. Continue with the remaining **How to Submit an Assessment Quarterly Surcharge Remittance** steps to submit the QSR.

Assigning a Quarterly Surcharge Remittance to Someone Else

The QSR is distributed via DocuSign to the contact FIGA has in its system for that company. FIGA exerts great effort to maintain a current contact list of all its members, but changes do occur. That is okay. Follow the steps below to assign a QSR to someone else.

Step 1: Under the **OTHER ACTIONS** drop-down, click **Assign to Someone Else** to route the QSR to someone else.



The screenshot shows a web interface for submitting a Quarterly Surcharge Remittance (QSR). At the top right, there are two buttons: 'CONTINUE' and 'OTHER ACTIONS'. Below these is a form with the following fields:

GROUP:		
NAIC: 19720	CONTACT NAME: Robert McCall	
ADDRESS: 555 College Road East	TITLE: CFO	
ADDRESS 2:	PHONE NUMBER: 609.777.9312	
CITY: Princeton	PHONE EXT.:	
STATE: NJ	ZIP: 08543-5241	EMAIL: rmccall@yourinsurance.com

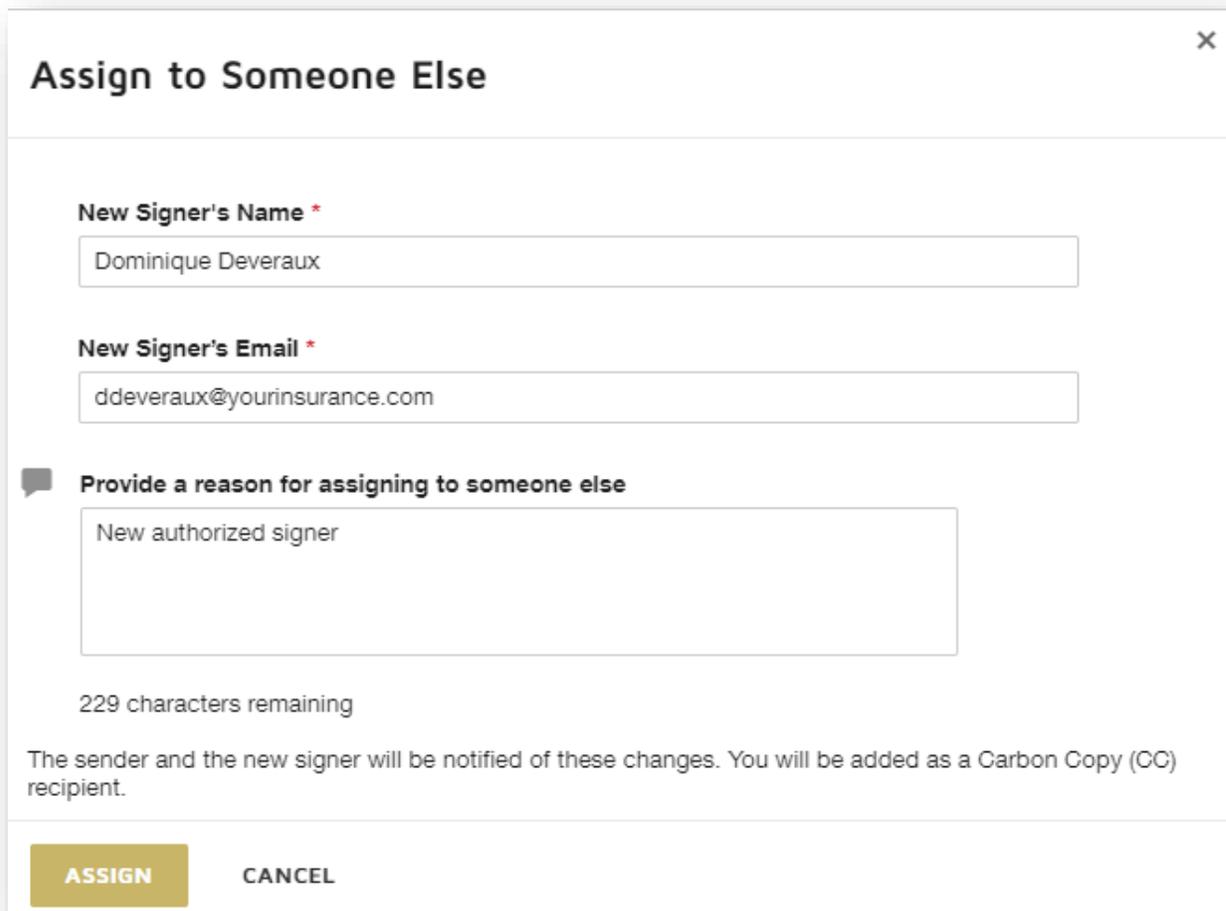
Below the contact information is a table with the following columns:

REPORTING QUARTER:	ASSESSMENT YEAR Policy Effective (Inception) Date Range	ASSESSMENT CALCULATION (See Instructions)
01/01/2022 - 03/31/2022	01/01/2022 - 12/31/2022	

At the bottom of the form, there is a dropdown menu labeled 'OTHER ACTIONS'. The dropdown is open, showing the following options:

- Finish Later
- Print & Sign
- Assign to Someone Else (highlighted)
- Void
- Correct
- Help & Support
- About DocuSign
- View History
- View Certificate (PDF)
- View Electronic Record and Signature Disclosure
- Session Information

Step 2: Enter the new recipient's name and email address. Adding a reason is optional but is strongly recommended. Next, click the **ASSIGN** button to complete the process. **Please be advised that any data entered on the QSR by the original signer WILL NOT BE SAVED.**



Assign to Someone Else ✕

New Signer's Name *

New Signer's Email *

Provide a reason for assigning to someone else

229 characters remaining

The sender and the new signer will be notified of these changes. You will be added as a Carbon Copy (CC) recipient.

ASSIGN **CANCEL**

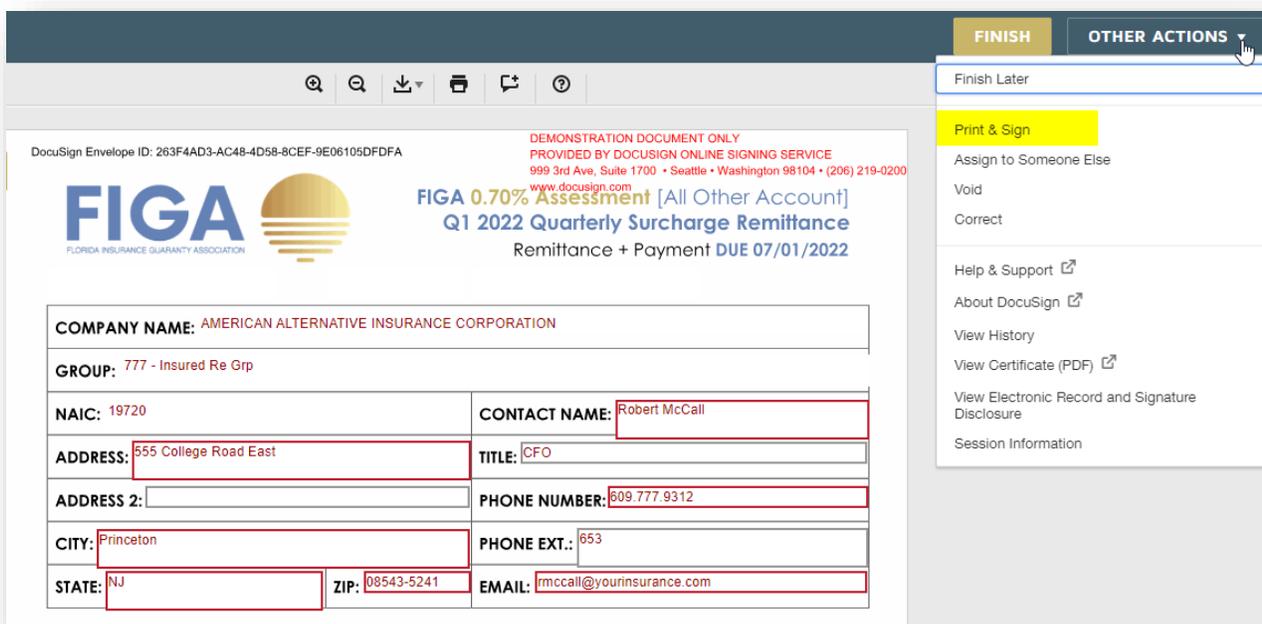
The new recipient should now have the QSR in their email inbox. **Please be advised that the original DocuSign link will no longer be active and inaccessible to the original recipient. This action cannot be reversed.** If done in error, you will have to repeat the **How to Assign Quarterly Surcharge Remittance to Someone** steps again.

Print and Sign a Quarterly Surcharge Remittance

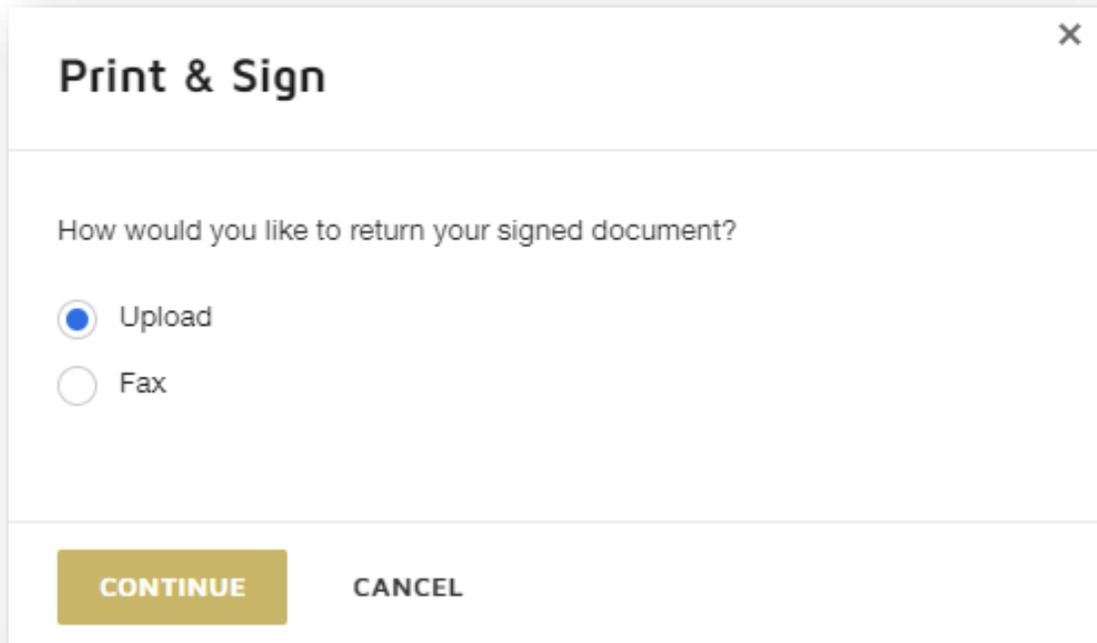
What happens if your company’s practice doesn’t allow you to sign the QSR electronically? DocuSign has you covered. Here is what you should do to Print and Sign a QSR within DocuSign.

Step 1: Follow **steps 1 through 5** under **How to Submit a Quarterly Surcharge Remittance** above.

Step 2: Click **Print & Sign** under **OTHER ACTIONS** to download the completed QSR ready for a wet signature.



Step 3: Select how you would like to return the signed QSR and click the **CONTINUE** button.



Print & Sign [X]

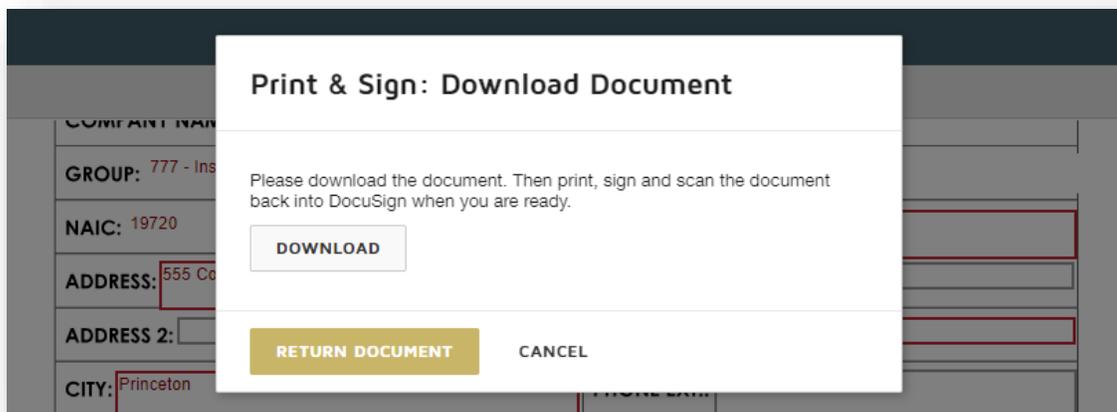
How would you like to return your signed document?

Upload

Fax

CONTINUE CANCEL

Step 4: Click **DOWNLOAD** to download a copy of the completed QSR to store on your local computer. Manually sign and date the QSR, enter your Title, and then click **RETURN DOCUMENT** to proceed with returning the document.



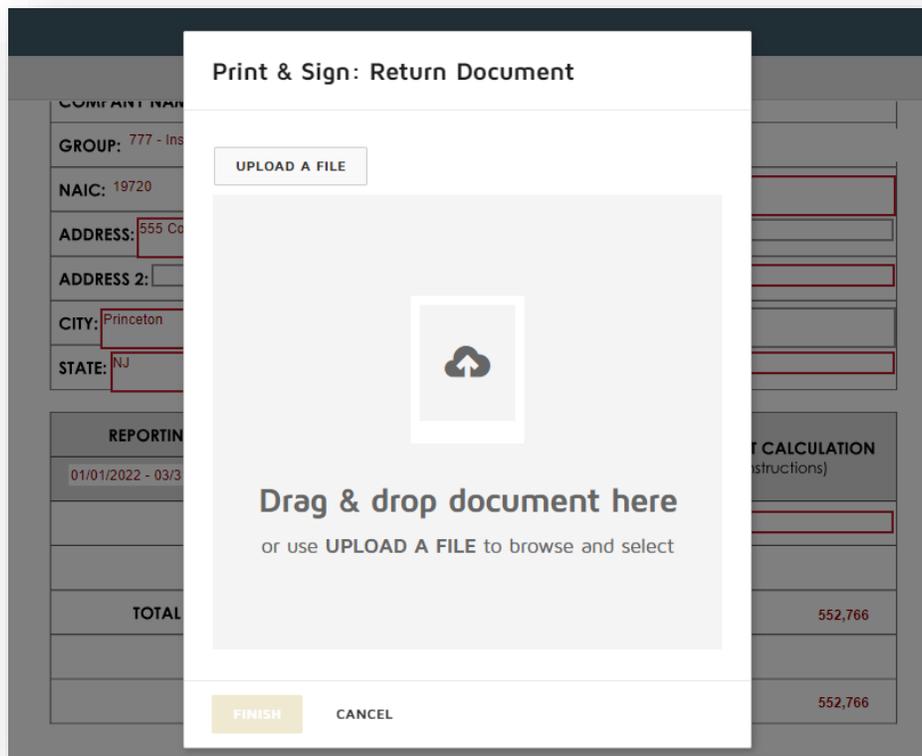
Print & Sign: Download Document

Please download the document. Then print, sign and scan the document back into DocuSign when you are ready.

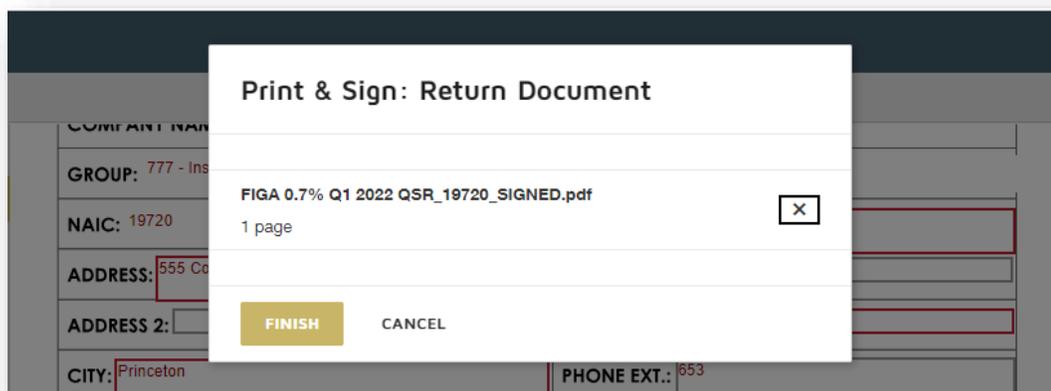
DOWNLOAD

RETURN DOCUMENT CANCEL

Step 5: To upload the QSR, click **UPLOAD A FILE** and attach the signed QSR from your local computer.



Step 6: To complete the process, click **FINISH**. A copy of your Printed and Signed QSR will be delivered to the recipient's email.





PO Box 14249
Tallahassee, FL 32317
(850) 386-9200

How to Make a Surcharge Payment

Step 1: Locate the surcharge payment due on the line **AMOUNT DUE (CREDITED)**

REPORTING QUARTER:	ASSESSMENT YEAR Policy Effective (Inception) Date Range	ASSESSMENT CALCULATION (See Instructions)
01/01/2022 - 03/31/2022	01/01/2022 - 12/31/2022	
(1) DIRECT ASSESSABLE PREMIUMS COLLECTED		78966553
(2) ASSESSMENT/SURCHARGE RATE		0.007
TOTAL ASSESSMENT SURCHARGE COLLECTED & REMITTED (1 * 2)		552,766
BALANCE FORWARD		0
AMOUNT DUE (CREDITED)		552,766

Step 2: Wire (preferred method) or mail funds to FIGA using the instructions below. **Please note that there are two sets of instructions listed specific to each Assessment that has been levied.**

FIGA 0.7% Assessment (Levied October 2021)

Member Insurers may wire funds or send ACH payments directly to FIGA as follows:

WIRE	ACH PAYMENTS
Acct Name: Florida Insurance Guaranty Association	Acct Name: Florida Insurance Guaranty Assoc
Account Number: 2121080820446	ACH Routing Number: 121000248
Bank: Wells Fargo Bank, N.A.	Account Number: 2121080820446
ABA Number: 121000248	

Alternatively, Member Insurers may mail checks to:

Florida Insurance Guaranty Association, Inc.
PO Box 14249 | Tallahassee, FL 32317



PO Box 14249
 Tallahassee, FL 32317
 (850) 386-9200

FIGA 1.3% Assessment (Levied March 2022)

Member Insurers may wire funds or send ACH payments directly to FIGA’s Bank Trustee as follows:

WIRE	ACH PAYMENTS
Acct Name: FL INS GUARANTY ASSOC ESCROW FUND	Acct Name: FL INS GUARANTY ASSOC ESCROW FUND
Account Number: 4637688400	ACH Routing Number: 021000018
Bank: The Bank of New York Mellon, NY, NY	Account Number: 4637688400
ABA Number: 021000018	

Alternatively, Member Insurers may mail checks to:

Florida Insurance Guaranty Association, Inc.
 PO Box 14249 | Tallahassee, FL 32317

Frequently Asked Questions (FAQ)

Visit the following links to view more detailed information and Frequently Asked Questions regarding the FIGA Assessments.

<https://figafacts.com/assessments/>

<https://figafacts.com/frequently-asked-questions/>