

Instructions for Completing Blanks Agenda Item Submission Form

Blanks proposals must be completed using the most current blanks and instructions. NAIC staff will compile the appropriate form, blank and instructions, when requested.

1. Complete this form for EACH Blanks proposal. Under “Identification of Item(s) to be Changed”, include the number for the Page, Schedule, Exhibit, Part, Column, Line or Item. Include the precise caption for each item, and the location of each item in the blanks.
2. Present all attachments in a format wherein new language is underscored and deletions struck through.
3. Include the appropriate new instructions or amendments to instructions, including crosschecks to other pages of the statement. Check the appropriate boxes on the proposal form. If the “crosschecks” box is checked, it must be accompanied by the “instructions” or “blank” box being checked. Consistency crosschecks should be written in the instructions or on the blank unless otherwise implied (e.g. adding down a column).
4. All Submission Forms and attachments must be typed originals.
5. If the proposal is from another NAIC Committee, Task Force or Working Group, the contact should be a person who served on the appropriate group and who is able to respond to questions related to this proposal.
6. The Reason, Justification For and/or Benefit of Change must contain:
 - a. A concise statement of the disclosure issue addressed by the change;
 - b. The specific reason or justification for the change together with background information relating to the change.
7. The submission form must contain the anticipated effective reporting date of each proposal. The ultimate “formal” effective reporting date will be based on the timing of the adoption of the proposal and the amount of lead-time, if any, required for implementation (e.g., required changes to data capture or software requirements).
8. Submit to Mary Caswell (mcaswell@naic.org) and Calvin Ferguson (cferguson@naic.org).

The proposals should comply with the following time guidelines:

Quarterly proposals: Any proposal that affects a quarterly statement must be effective at the beginning of the year. It must be submitted to the Blanks (E) Working Group staff no later than July 1st of the preceding year, properly proofed, including sponsorship, and exposed no later than July 15th by email or conference call upon approval by the Working Group Chair. Once exposure has occurred, the proposal(s) will be posted to the Blanks (E) Working Group web page referencing comment deadlines, and an email notification will be sent to the Working Group members, interested regulators and interested parties on the NAIC contact list for the Blanks (E) Working Group.

Any quarterly proposal must be adopted by August 31st.

Annual proposals: Changes that only affect the annual statement can be submitted at any time and will be addressed at the next scheduled meeting. Those that must be adopted for the current reporting year must be submitted to the Blanks (E) Working Group staff no later than April 1st of the current year (e.g., April 1, 2020, for an annual 2020 change), properly proofed, including sponsorship, and exposed no later than April 15th of the current year by email or conference call upon approval by the Working Group Chair. Following proper exposure, the proposal(s) will be posted to the Blanks (E) Working Group web page referencing comment deadlines. Proposals with an annual effective date of the current year must be adopted no later than June 1st of the current year.

Subsequent requests by parent groups of the Blanks (E) Working Group: Proposals presented by a parent group (defined as a group above of the Blanks (E) Working Group in the statutory hierarchy) after the deadlines noted above will be processed as directed by the parent group. Any proposal which includes data capture elements will be evaluated individually as to whether the data capture can be technically accommodated in that year. Data capture elements received after June 15th of the year of the change (change effective with annual data capture elements statement 2020) will not have vendor crosschecks run until the following year.

Proposals sponsored by other working groups, task forces and subgroups, should have been well vetted at the group level. The Blanks (E) Working Group exposure comment period will be agreed upon by the members as needed to meet the needs of the issue being addressed.

Changes that do not conform to the time guidelines above are limited to: (a) disclosures required in the current year by the *Accounting Practices and Procedures Manual* and (b) those items providing instructional clarification of current reporting requirements. These proposals will modify the instructions only, including Notes to Financial Statements, and will not be data captured. If the proposal is to add a Note to Financial Statements that should be data captured, the Note may be added to the instructions in the current year and data captured the first subsequent year-end. The disclosure will not be data captured on a quarterly basis until the first subsequent year end. Any new Note will be added as the last Note to avoid renumbering existing Notes. If necessary, the Note will be renumbered at the first subsequent year-end. If a Note is deleted, the remaining Notes will not be renumbered in the current year but will be renumbered at the first subsequent year-end.