**INSTRUCTIONS FOR COMPLETING THE MCAS PROPOSAL SUBMISSION FORM**

**FOR CHANGES/ADDITIONS TO APPROVED BLANKS & DATA CALL AND DEFINITIONS**

The Proposal Submission Form must be completed using the most current blanks and data call and definitions. NAIC staff will compile the appropriate form, blank and instructions, when requested.

1. Complete this form for EACH Blank/Data Call and Definitions proposal. Under “Provide a concise statement of the proposed change”, include the section, line number and column name. 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. Check the appropriate boxes on the proposal form.

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 for the change must contain: a. A concise statement of the issue addressed by the proposal; b. The specific reason or justification for the proposal together with background information relating to the proposal.

7. The submission form must contain the anticipated effective reporting year of each proposal. The ultimate “formal” effective reporting year will be based on the timing of the adoption of the proposal.

8. Submit to Teresa Cooper (tcooper@naic.org) and Tressa Smith (tesmith@naic.org).