

## **Form 22 – Year-End (12/31) Filings of Bond Amortizations or Accruals**

Report of Securities (Form 22) must be submitted by all companies that have a deposit on file under a Joint Custodial Agreement. Company should be reporting an amortization of premium or accrual of discount for each security on deposit with this Department, as of December 31 each year. **Bond amortizations or accruals are not required to be submitted throughout the year.**

If the company requests confirmation for auditors and/or Certificates of Deposit for year-end, neither confirmation nor certificates can be prepared until the bond amortizations or accruals have been received from the company and processed by this Department. **Certificates/confirmation cannot be provided unless the Report of Securities balances.**

The amortizations or accruals must be submitted to this office on the Report of Securities (Form 22) and **received no later than February 15<sup>th</sup>.**

Do **NOT** combine any other changes (deposits, maturities, withdrawals or replacements) with the year-end bond amortization. Please refer to the Report of Securities (Form 22) Instructions for these transactions. New deposits, maturities and withdrawals not completed prior to December 31 will be considered the next years' business and will be dated as of the date all necessary documents are received by this Department.

Form 22 and affidavit may be scanned and emailed. Forms **MUST** be submitted with signed signature (NOT stamped) of a company officer, keeping a copy for company file until a copy is signed and returned via email by this department.

### **Completion of Year-End Form 22**

1. **NAIC#** - the number assigned to the company by the NAIC
2. **Sheet No.** - sheet # starts over each calendar year with sheet #1, then each sheet is numbered consecutively. Year-end report should reflect the last consecutive number for the year. For example, if last Form 22 filed prior to year-end was sheet #7 then year-end sheet would be #8.
3. **Company name** - name of insurance company
4. **Date** - year-end date (12/31/20?)
5. **Cusip No.** cusip # for the security
6. **Description** - provide name/type of security, date of issue, rate, and maturity date
7. **Amortized Value Deposit/Withdrawal** – change in amortized value of security as reported on the previous Form 22.
8. **Balanced Amortized** – Previous amortized balance as reported on the previous Form 22 +/- change in amortized value
10. **Par/Previous Balance** – Carry forward balance from previous Form 22
13. **Par/Total Balance** – Should equal the same as beginning balance as changes to securities should be reported in a separate transaction.
14. **Amortized/Previous Balance** – Carry forward balance from previous Form 22.
15. **Deposit** - total of Amortized value deposits
16. **Withdrawal** - total of Amortized value withdrawal
17. **Amortized/Total Balance** - total of Amortized/Previous Balance + Deposit – Withdrawal
18. **Type name and title of company officer signing form**
19. **Signature of company officer must be an original, not stamped**

20. All blanks and columns must be completed; incomplete forms and reports that do not balance will be returned and the transactions will not be processed.

**Any questions can be directed to Corey Seet at (317) 232-2383 or [cseet@idoi.in.gov](mailto:cseet@idoi.in.gov).**