

**COMMONWEALTH OF VIRGINIA  
State Corporation Commission  
Bureau of Insurance**

**Assessable Premium Questionnaire and Worksheet:**

The Assessable Premium Questionnaire and Worksheet captures the required premium information to arrive at your Assessable Premium. It is a compilation tool designed to assist you in the completion of the electronic filing submission.

You will need the following information to complete the questionnaire and worksheet:

- Schedule T
- Virginia State Page from your Annual Statement
- If applicable, your Virginia Property Insurance Association (Fair Plan) and Virginia Uninsured Motorist distributions.

**What Annual Statement Premium is Subject to Assessments:**

**DIRECT GROSS PREMIUM INCOME**

**Includes:**

all premiums, assessments, dues, and fees collected, received or derived, or obligations taken therefore, from business in the Commonwealth of Virginia during the calendar year. **Finance and Service Charges** shown on Schedule T that are not included in direct written premium. **Uninsured Motorist Fund** distribution as reported to you by the Virginia Bureau of Insurance. The **Fair Plan** distribution as reported to you by the Virginia Property Insurance Association.

**Excludes:**

premiums received for reinsurance assumed from licensed insurance companies; premiums that provide life, accident and sickness insurance issued on a group basis insuring your employees, agents and representatives; annuity premiums; Federal Employee Health Benefit Plan premiums; federally reinsured crop insurance premiums; federal flood insurance premiums; Medicare Part D premium and Medicare Advantage premium. If Medicare premium is reported as Accident and Sickness premium, it should be deducted as an "Other" adjustment.

**Deductions:**

cannot be taken for dividends paid nor on any other account except for premiums returned on canceled policies or on account of a reduction in rates or a reduction in the amount insured. Mutual insurers, other than life companies, may deduct refunds or returns made to policyholders otherwise than for losses.

**Reciprocal or inter-insurance exchanges** shall include in this report the gross premium or deposit income collected, received or derived from and credited to the accounts of subscribers from business in Virginia, decreased by all returns for cancellation and all amounts returned to subscribers or credited to their accounts as savings.

For **Workers Compensation Group Self-Insurance Associations**, this assessment is calculated on Manual Premium.

A Total Assessable Premium that is negative is treated as zero. Negative premiums do not result in a refund.

### What Assessments am I Subject To?

- All insurers are required to pay the Maintenance Assessment. Maintenance Assessment includes all Schedule T premium except the deductions shown on the Adjustment Form or excluded by statute (see definition of Direct Gross Premium Income).
- Insurers required to pay the Fire Programs Fund Assessment include Property & Casualty, Mutual Assessment Property & Casualty and Captive Insurers. Fire Programs Fund Premium includes: State Page Lines 1, 2.1, 2.4, 3, 4, 5.1, 5.2, 8, 9 and Fair Plan Premium.
- Insurers required to pay the Dam Safety, Flood Prevention and Protection (Flood Assessment) include Property & Casualty, Mutual Assessment Property & Casualty and Captive Insurers. Flood Assessment includes: **Flood Portion ONLY** of State Page Lines 1, 2.1, 2.2, 2.3, 2.4, 2.5, 3, 4, 5.1 and 9.
- Insurers required to pay the HEAT Assessment include Property & Casualty, Mutual Assessment Property & Casualty and Captive Insurers. HEAT Fund Premium includes: State Page Lines 21.1 and 21.2 (**Auto Physical Damage ONLY**). Show the Collision portion of these lines on the Adjustment Worksheet.
- Insurers required to pay the Fraud Assessment include Property & Casualty, Mutual Assessment Property & Casualty, Workers Compensation Group Self Insurance Associations, Captive Insurers and Home Protection Companies. Fraud Assessment Premium includes all Schedule T premium except the deductions shown on the Adjustment Form or excluded by statute (see definition of Direct Gross Premium Income).

Only the assessments that you are required to pay will be enabled on the submission portal.

### Worksheet Adjustments:

For your convenience, we have identified “**Allowable**” adjustments and whether they are a subtraction or an addition to premium; therefore, for any allowable adjustment just enter the applicable premium amount in whole dollars.

For “**Other**” adjustments, please provide a brief description of the adjustment and select the appropriate add or subtract indicator. You can have multiple “**Other**” adjustments. Enter the applicable premium amount in whole dollars.

### Premium Questionnaire:

Virginia Fair Plan Premium Amount \$ \_\_\_\_\_

Has this amount already been included in your Schedule T premium  Yes  No

Virginia Uninsured Motorist Fund Premium Amount \$ \_\_\_\_\_

Has this amount already been included in your Schedule T premium  Yes  No

**If you selected “No” for either of the above but entered a premium amount, you should include it below on the worksheet as an adjustment. However, that premium will be automatically captured as an adjustment on the portal. Penalty and interest will be due if our audit reflects that you received the Uninsured Motorist or Fair Plan distribution but did not include it in your Schedule T premium or as an adjustment to Schedule T premium. It will be necessary to manually adjust the Annual Statement if this distribution was received after December 31st.**

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Adjustments to Schedule T Premium  
(To Arrive at Assessable Premium)

1. MAINTENANCE ASSESSMENT

Total Schedule T Premium.....\$ \_\_\_\_\_

<b>Add:</b> Virginia Uninsured Motorist Fund Distribution not included in Schedule T	\$
<b>Add:</b> Virginia Fair Plan Premium not included in Schedule T	\$
<b>Less:</b> Federal Crop Insurance Premium	\$
<b>Less:</b> Medicare Title XVIII Premium	\$
<b>Less:</b> Federal Employee Health Benefit Program Premium	\$
<b>Less:</b> Federal Flood Insurance Premium	\$
<b>Less:</b> Uncollectable Premium	\$
<b>Less:</b> Deductible Dividends (Mutual/Reciprocal Insurers ONLY)	\$
Other – Specify (Use separate page if necessary)	\$
<b>Total Maintenance Assessable Premium</b>	\$

2. FIRE PROGRAMS FUND ASSESSMENT

State Page Premium from Lines 1, 2.1, 2.4, 3, 4, 5.1, 5.2, 8, and 9.....\$ \_\_\_\_\_

<b>Add:</b> Virginia Fair Plan Premium not included in Schedule T	\$
<b>Less:</b> Uncollectable Premium	\$
Other – Specify (Use separate page if necessary)	\$
<b>Total Fire Assessable Premium</b>	\$

3. DAM SAFETY, FLOOD PREVENTION & PROTECTION ASSESSMENT

State Page Premium (Flood Portion Only) from Lines 1, 2.1, 2.2, 2.3, 2.4, 2.5, 3, 4, 5.1, and 9...\$ \_\_\_\_\_

<b>Less:</b> Federal Flood Insurance Premium	\$
<b>Less:</b> Uncollectable Premium	\$
Other – Specify (Use separate page if necessary)	\$
<b>Total Flood Assessable Premium</b>	\$

4. HEAT FUND ASSESSMENT

State Page Premium (Auto Physical Damage) from Lines 21.1 and 21.2.....\$ \_\_\_\_\_

<b>Less:</b> Premium Income for Private <b>Collision</b> Coverage	\$
<b>Less:</b> Premium Income for Commercial <b>Collision</b> Coverage	\$
<b>Less:</b> Uncollectable Premium	\$
Other – Specify (Use separate page if necessary)	\$
<b>Total HEAT Assessable Premium</b>	\$

5. FRAUD ASSESSMENT

Total Schedule T Premium.....\$ \_\_\_\_\_

<b>Add:</b> Virginia Uninsured Motorist Fund Distribution not included in Schedule T	\$
<b>Add:</b> Virginia Fair Plan Premium not included in Schedule T	\$
<b>Less:</b> Federal Crop Insurance Premium	\$
<b>Less:</b> Medicare Title XVIII Premium	\$
<b>Less:</b> Federal Employee Health Benefit Program Premium	\$
<b>Less:</b> Federal Flood Insurance Premium	\$
<b>Less:</b> Uncollectable Premium	\$
<b>Less:</b> Deductible Dividends (Mutual/Reciprocal Insurers ONLY)	\$
Other – Specify (Use separate page if necessary)	\$
<b>Total Fraud Assessable Premium</b>	\$