



April 14, 2021

**To:** All Tennessee Self-Insured Employers – Workers’ Compensation Self-Insured Program

**Re:** 2021 Fiscal Year End Filing Requirements

The Tennessee Department of Commerce and Insurance (“TDCI”) requires all self-insured employers to file their 2021 Fiscal Year End Filing Package on or before the last day of the sixth (6<sup>th</sup>) month from fiscal year end date. The 2021 Fiscal Year End Filing Package shall include:

1. Audited Financial Statement;
2. Current Actuarial Opinion Report; and,
3. Loss Run Reports - including the three (3) types of loss reports below:
  - a. **Loss Run Report** should include **All claims** from inception date to current (based on fiscal year end date).
  - b. **Open Claims Report** should include **All open claims** from inception date to current (based on fiscal year end date).
  - c. **Claims that Exceeded their Self-Insured Retention (“SIR”) Report** should include **All claims that have exceeded the SIR Level** from inception date to current (based on fiscal year end date).

**The deadline is on or before the last day of the sixth (6<sup>th</sup>) month from fiscal year end date.**

Pursuant to Tenn. Code Ann. § 50-6-405(b)(4) and Tenn. Comp. R. & Reg. 0780-01-83-.13(2), failure to file the above required documents authorizes the Commissioner to assess a civil penalty of one hundred dollars (\$100) per day for each day of delinquency.

Additionally, your self-insurer’s certificate, authorizing you to self-insure for purposes of workers’ compensation, may be suspended or revoked for non-compliance with the requirements.

Should you have any questions, please contact [TDCI.Selfinsured1013@tn.gov](mailto:TDCI.Selfinsured1013@tn.gov).

Sincerely,

Kurt A. Polasko, CFE, ACI, APIR  
Insurance Financial Manager

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Tennessee Department of Commerce and Insurance, Insurance Division, Financial Affairs Section  
500 James Robertson Pkwy • 10<sup>th</sup> Floor, Davy Crockett Tower • Nashville, TN, 37243 • Tel: 615-741-1670  
1013-8092-14-2-Fiscal Year End Filing



## REQUIREMENTS FOR SELF-INSURED WORKERS' COMPENSATION SINGLE EMPLOYER

(Tenn. Code Ann § 50-6-405 and Tenn. Comp. R. & Reg. Ch. 0781-01-83)

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### **Fiscal Year End Filing Requirements** **Active Self-Insured-TN**

To comply with the fiscal year end filing requirements, please submit the documents listed below:

1. Audited Financial Statement;
2. Current Actuarial Opinion Report; and,
3. Loss Run Reports – including the three (3) types of loss reports below:
  - a. **Loss Run Report** should include **All claims** from inception date to current (based on fiscal year end date).
  - b. **Open Claims Report** should include **All open claims** from inception date to current (based on fiscal year end date).
  - c. **Claims that Exceeded their Self-Insured Retention (“SIR”) Report** should include **All claims that have exceeded the SIR Level** from inception date to current (based on fiscal year end date).

**The filing deadline is on or before the last day of the sixth (6<sup>th</sup>) month from fiscal year end date.**

Pursuant to Tenn. Code Ann. § 50-6-405(b)(4) and Tenn. Comp. R. & Regs. 0780-01-83-.13(2), failure to file the above required documents authorizes the Commissioner to assess a civil penalty of one hundred dollars (\$100) per day for each day of delinquency.

Additionally, your self-insurer's certificate, authorizing you to self-insure for purposes of workers' compensation, may be suspended or revoked for non-compliance with the requirements.

Should you have any questions, please contact [TDCI.Selfinsured1013@tn.gov](mailto:TDCI.Selfinsured1013@tn.gov).

**Note:** See next page for loss report filing details.



## Loss Report Requirements

### Active SIWC-Fiscal Year End Filing Requirements-TN

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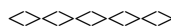
Employers are required to submit the following types of loss reports: Loss Run Report, Open Claims Report, and Exceeded SIR Level Report. Each loss report's header section under which certain information is required including the employer's name and the employer's Tennessee qualified self-insured subsidiaries for the period from inception date through the current fiscal year end date.

**For example:** Green Apple, LLC has an inception date of **January 15, 1995**. Green Apple, LLC has a fiscal year end date of **December 31**. Therefore, Green Apple, LLC's loss reports evaluation report should be for the period between January 15, 1995 through **December 31, 2020**.

1. **Loss Run Report's** header section is below:  
Green Apple, LLC and its Tennessee qualified self-insured subsidiaries  
**All Claims** for the period from **1/15/1995 to 12/31/2020**.
2. **Open Claims Report's** header section is below:  
Green Apple, LLC and its Tennessee qualified self-insured subsidiaries  
**All Open Claims** for the period from **1/15/1995 to 12/31/2020**.
3. **Claims that Exceeded Self-Insured Retention ("SIR") Report's** header section is below:  
Green Apple, LLC and its Tennessee qualified self-insured subsidiaries  
**All Claims that Exceeded SIR Report** for the period from **1/15/1995 to 12/31/2020**.

Each report should include, at a minimum, the details listed below:

- 1) Column of Name;
- 2) Column of Loss Date;
- 3) Column of Closed Date;
- 4) Column of Total Incurred;
- 5) Column of Total Paid;
- 6) Column of Total Outstanding;
- 7) Column of SIR Level column;
- 8) Column of Nature of Injuries;
- 9) Subtotal Each Year, Based on Fiscal Year End Date; and,
- 10) Grand Total for all years.



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