



### Advance Filing Fee Calculation Service Directions

On January 1, 2019, the Insurance Compact Office instituted a new optional service for registered filers. Under this service, the Insurance Compact Office will calculate the filing fees for your submission and direct the specific amount to be paid for Compact and state filing fees. Effective January 1, 2020, **the fee for this service is \$100 per company per submission.**

To utilize this service, create your product filing submission as usual. Prior to submitting your filing, enter \$100 in the Interstate Insurance Compact fees box. If more than one company is included on the filing submission, please enter \$100 per subsequent company included in the submission. In the Fee Calculation Explanation, you may note the payment is for the Advance Filing Fee Calculation.

Please be mindful of the following items, as they all impact the correct calculation of the filing fees:

Y/N	Advance Filing Fee Calculation Service Filing Requirements
	<p>Did you include details on the forms with which the submitted forms will be used in the <b>Filing Description</b>?</p> <p><i>If a filer is not submitting a policy in the filing, please provide details on the state- and Compact-approved policies with which the forms in the filing will be used. If this information is not provided, it will slow the filing fee calculation process down.</i></p>
	<p>Did you identify the Uniform Standards used to create the filing submission in the <b>Filing Description</b>?</p> <p><i>The Compact filing fee is determined by whether the submission requires an Actuarial Review. This is determined by the presence of Actuarial Submission Requirements in the Uniform Standards applicable to the product filing.</i></p>
	<p>Did you include all uniquely numbered forms on the <b>Form Schedule</b>?</p>
	<p>Did you select only the states in which the company is currently licensed?</p>
	<p>Have you paid the Advance Filing Fee Calculation Service fee of \$100 per company?</p> <p><i>The \$100 is required <b>per company</b> per submission and should be entered in the Interstate Insurance Compact fees box. For the Fee Calculation Explanation, you may note the payment for the Advance Filing Fee Calculation.</i></p>
	<p>Did you leave the Self-Calculated Fees as is and the other fees blank for state filing fees <b>unchecked</b>?</p>

Filing submissions that utilize the Advance Filing Fee Calculation Service are assigned by the Compact Office upon receipt. Upon receipt, the Insurance Compact Office will review the filing submission and provide an invoice via Note to Filer with the correct fees to pay for each state. If all necessary information was included in the filing, this invoice will be transmitted by the following business day. The filer is expected to submit the fees shown on the invoice by the next business day.

As noted in §105(d)(i) of the [Interstate Insurance Product Regulation Commission Operating Procedure For The Filing And Approval Of Product Filings](#), the Commission shall not approve a Product Filing unless it determines that the Product Filer has paid all of the fees required by Section 103(e).

**After the submission has been made and an invoice via Note to Filer has been received, follow these instructions to pay the required filing fees:**

1. Click on Amend Filing.
2. Select the state(s) that require the EFT payment. This is required for each company included on the filing submission.
3. Before clicking Submit, review the information entered against the information provided in the invoice to ensure proper payment is made.

*Note: The Service Fee is applicable to the original submission. If there are forms added to the filing and the company would like the fees calculated for the additional forms, an additional \$100 per company will be required. The same would apply if there are states added to the submission after the initial submission is made.*

The Advance Filing Fee Calculation Service (Service) is an optional service. The User acknowledges there is a possibility of human, mechanical or technical error in the intake, review, determination and communication of the Compact and state filing fees due for a submission seeking to use the Service. The accuracy of the invoice provided to a User of the Service is dependent on the accuracy of the information supplied by the User and other factors. The User acknowledges additional fees may apply, and the User agrees to submit any fees in excess of those shown on the invoice, upon request and in the sole determination of the Insurance Compact Office. The User acknowledges that the Insurance Compact Office will not provide a refund or credit of the fee for the Service or any fee submitted in connection with use of the Service.

The Interstate Insurance Product Regulation Commission (Commission) accepts no liability for any loss, cost or damage caused by use of this Service, including without limitation, direct or indirect, incidental, special, consequential or exemplary or punitive damages arising out of the use or inability to use the Service. There are no warranties either express or implied, and User specifically acknowledges the Commission does not warrant the truth, accuracy or completeness of the information provided in connection with the Service.