

## **Instructions for Completing Blanks Agenda Item Submission Form**

**Blanks proposals must be completed using the most current blanks and instructions. NAIC staff will compile the appropriate form, blank and instructions, when requested.**

1. Complete this form for EACH Blanks proposal. Under “Identification of Item(s) to be Changed”, include the number for the Page, Schedule, Exhibit, Part, Column, Line or Item. 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, including crosschecks to other pages of the statement. Check the appropriate boxes on the proposal form. If the “crosschecks” box is checked, it must be accompanied by the “instructions” or “blank” box being checked. Consistency crosschecks should be written in the instructions or on the blank unless otherwise implied (e.g. adding down a column).
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, Justification For and/or Benefit of Change must contain:
  - a. A concise statement of the disclosure issue addressed by the change;
  - b. The specific reason or justification for the change together with background information relating to the change.
7. The submission form must contain the anticipated effective reporting date of each proposal. The ultimate “formal” effective reporting date will be based on the timing of the adoption of the proposal and the amount of lead-time, if any, required for implementation (e.g., required changes to data capture or software requirements).
8. Submit to Mary Caswell ([mcaswell@naic.org](mailto:mcaswell@naic.org)) and Calvin Ferguson ([cferguson@naic.org](mailto:cferguson@naic.org)).

The following time guidelines apply:

Any proposal that affects a quarterly statement must be effective at the beginning of the year and any quarterly proposal must be adopted no later than the NAIC Summer National Meeting for changes effective the following year (change effective 1<sup>st</sup> quarter 2011 must be adopted no later than the Summer 2010 meeting). To meet this requirement, quarterly proposals must be filed at least 30 days prior to the NAIC Spring National Meeting.

Changes that only affect the annual statement must be adopted no later than June in the year of the change (change effective with annual statement for 2011 must be adopted no later than June 2011). To meet this requirement, annual proposals must be filed no later than 30 days prior to the NAIC Fall National Meeting of the prior year (change effective with annual statement 2011 must be submitted in October 2010). Annual statement proposals for the current year will also be accepted 30 days prior to the NAIC Spring National Meeting. At the Spring National Meeting, the annual proposals submitted subsequent to the submission deadline for the NAIC Fall National Meeting will be evaluated as to the appropriate effective date, either the coming year end or the following year end. Proposals that are deemed to be necessary for the current year end will be exposed with a comment deadline of 30 days prior to a scheduled June conference call of the Blanks Working Group. The June conference call will be only to discuss and decide on adoption of annual proposals for the current year end exposed or re-exposed at the Spring National Meeting.

Changes that do not conform to the time guidelines above are limited to: (a) Disclosures required in the current year by the *Accounting Practices and Procedures Manual* and (b) those items providing instructional clarification of current reporting requirements. These proposals will modify the instructions only, including Notes to Financial Statements, and will not be data captured. If the proposal is to add a Note to Financial Statements that should be data captured, the Note may be added to the instructions in the current year and data captured the first subsequent year-end. The disclosure will not be data captured on a quarterly basis. Any new Note will be added as the last Note to avoid renumbering existing Notes. If necessary, the Note will be renumbered at the first subsequent year-end. If a Note is deleted, the remaining Notes will not be renumbered in the current year but will be renumbered at the first subsequent year-end.