

INDIANA MINE SUBSIDENCE INSURANCE FUND COMPANYINSTRUCTIONS

REPORTING REQUIREMENTS

REPORTS REQUIRED ARE AS FOLLOWS:

	REPORT NAME	SUBMISSION METHOD	INTERVAL
1	PREMIUM AND POLICY SUMMARY REPORT (PDF)	ELECTRONICALLY – Submit payment using OPTins.	QUARTERLY
2	POLICY DETAIL (XLS)	ELECTRONICALLY (XLS FILE ONLY)	QUARTERLY
3	PAID LOSS DETAIL (XLS)	ELECTRONICALLY (XLS FILE ONLY)	SEMI-ANNUALLY

ALL REPORTS REQUIRED TO BE SUBMITTED ELECTRONICALLY TO MINESUB@IDOI.IN.GOV

REPORTING DEADLINES

REPORTING RESPONSIBILITIES ARE DUE ON OR BEFORE LATE DATE SPECIFIED BELOW. THE PENALTY FOR LATE REPORTING OR LATE PAYMENT SHALL BE 1% OF THE AMOUNT DUE FOR EACH MONTH OR FRACTION OF MONTH THAT THE REPORT OR PAYMENT IS LATE. TO VERIFY THIS INFORMATION CHECK THE PLAN OF OPERATIONS.

QUARTERLY DEADLINES (SUBMIT QUARTERLY):

PERIOD ENDING...	LATE AFTER...	INCLUDE...
March 31	May 15	1 ST QUARTER DATA
June 30	August 15	2 ND QUARTER DATA
September 30	November 15	3 RD QUARTER DATA
December 31	February 15	4 TH QUARTER DATA

SEMI-ANNUAL DEADLINES (SUBMIT SEMIANNUALLY):

PERIOD ENDING...	LATE AFTER...	INCLUDE...
June 30	August 15	1 ST & 2 ND QUARTERS
December 31	February 15	3 RD & 4 TH QUARTERS

Questions or Comments should be directed to: MineSub@idoi.in.gov