

Member Company Address Information

Please complete this form and email it to updatecontactinfo@ncrb.org or fax it to (919) 783-0355. The following are types of information that may be sent by the Facility or requested from your company. **All roles should have only one point of contact, except for the shaded.**

Please note that your change request will replace the current contact in our system, except for the shaded. You may also set up email distribution lists on your end for any of the roles and indicate the email address in the appropriate section on the last page.

It is not required for you to fill out this entire form, however; you must enter the company code, lead company name, information for the roles you are changing and the authorized person sections.

NCRF COMPANY CODE: _____

LEAD COMPANY: _____

Company Information:

Name: _____
Address: _____

Phone: _____
Fax: _____

Managing General Agent (if any):

Name: _____
Address: _____

Email: _____
Phone: _____
Fax: _____

NCRF Circular Letters (In-Force Policy Counts, Expense

Allowances, Recoupment Updates):

Name: _____
Title: _____
Address: _____

Email: _____
Phone: _____

Account Activity

(Statements, Late Payment Reminders, Audit Confirmations):

Name: _____
Title: _____
Address: _____

Email: _____
Phone: _____

Cession Acknowledgements (File Transmission

Acknowledgements, Suspended Modifications & Cancellations):

Name: _____
Title: _____
Address: _____

Email: _____
Phone: _____

Monthly Accounting Reports

(Monthly Premium/Loss/Recoupment Reports):

Name: _____
Title: _____
Address: _____

Email: _____
Phone: _____

Requests for Recoupment Detail Reports

(previously known as: Surcharge Detail):

Name: _____
Title: _____
Address: _____

Email: _____
Phone: _____

FTP Technical Contact

(Programmer for NCRF Reporting, File Transfer Protocol (FTP) Acknowledgements):

Name: _____
Title: _____
Address: _____

Email: _____
Phone: _____

Member Company Address Information

Error Lists

(Warning List, Charge List & Error List - formerly FQ-1):

Name: _____
Title: _____
Address: _____

Email: _____
Phone: _____

Private Passenger Audit Requests:

Name: _____
Title: _____
Address: _____

Email: _____
Phone: _____

Commercial Audit Requests:

Name: _____
Title: _____
Address: _____

Email: _____
Phone: _____

Claims Audit Requests:

Name: _____
Title: _____
Address: _____

Email: _____
Phone: _____

ICQ Audit Requests (Internal Control Questionnaire):

Name: _____
Title: _____
Address: _____

Email: _____
Phone: _____

Financial Statements:

Name: _____
Title: _____
Address: _____

Email: _____
Phone: _____

K-1 Partnership:

Name: _____
Title: _____
Address: _____

Email: _____
Phone: _____

Email Distribution Lists

If you wish to have other individuals receive emails, in addition to the Points of Contact listed above, you may set up an Email Distribution List on your end and give us the email address for that list. A distribution list is a collection of contacts. It provides an easy way to send messages to a group of people. For example, if you have five people in your company that you would like to receive emails concerning cession acknowledgements, you could set up a distribution list on your end with the email address of CessionAck@yourcompany.com. You would send us this email address for the role of Cession Acknowledgements. A message we send to this email address goes to all recipients listed in the distribution list. You can then add or delete contacts in the distribution list on your end, without having to notify the NCRF.

Any personal email addresses entered under the spaces for email distribution lists will not be entered in our system.

Member Company Address Information

Email Addresses for Distribution Lists

NCRF Circular Letters (In-Force Policy Counts, Expense Allowances, Recoupment Updates):

Distribution List Email: _____

Cession Acknowledgements: (File Transmission Acknowledgements, Suspended Modifications & Cancellations):

Distribution List Email: _____

Requests for Recoupment Detail Reports (previously known as: Surcharge Detail):

Distribution List Email: _____

Error Lists

(Warning List, Charge List & Error List - formerly FQ-1):

Distribution List Email: _____

Commercial Audit Requests:

Distribution List Email: _____

ICQ Audit Requests

(Internal Control Questionnaire):

Distribution List Email: _____

K-1 Partnership:

Distribution List Email: _____

Account Activity

(Statements, Late Payment Reminders, Audit Confirmations):

Distribution List Email: _____

Monthly Accounting Reports

(Monthly Premium/Loss/Recoupment Reports):

Distribution List Email: _____

FTP Technical Contact

(Programmer for NCRF Reporting, File Transfer Protocol (FTP) Acknowledgements):

Distribution List Email: _____

Private Passenger Audit Requests:

Distribution List Email: _____

Claims Audit Requests:

Distribution List Email: _____

Financial Statements:

Distribution List Email: _____

Authorized Person:

Name: _____

Title: _____

Date: _____

Email: _____

The authorized person should be a Supervisor or Manager that signs off on the changes.