



OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

RALPH T. HUDGENS
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SAFETY FIRE COMMISSIONER
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ATLANTA, GA 30334
(404) 656-2056
www.oci.ga.gov

12/20/2013

To: Interlocal Risk Management Agencies

Re: **Annual Statement Filing Instructions**

Dear Sir/Madam:

As a licensed Interlocal Risk Management Agency ("IRMA"), our laws and regulations require you to file the following documents on or before the first day of March of each year:

- (1) On or before the first day of March, each IRMA shall file with the Commissioner a **Statutory Financial Statement** on forms approved by the Commissioner. These forms shall relate to the financial condition of the IRMA as of December 31st of the preceding calendar year. Unless otherwise exempted by the Commissioner, on or before the fifteenth (15) day of **May, August and November**, each IRMA shall file a quarterly statement on forms approved by the Commissioner.
- (2) **Citizenship Affidavit Form (GID-276-EN)**.

ALL RENEWALS WILL BE ELECTRONICALLY FILED. For your convenience, all forms may be accessed through the Department's website. The address is: www.oci.ga.gov, select "Limited Risk Entities" at the bottom right side of the home page, then select the category for "Interlocal Risk Management Agency".

Interlocal Risk Management Agency Annual Renewal Check Sheet

Name of IRMA: _____

Check Number: _____

Contact: _____ Email: _____

_____ Statutory Financial Statement

_____ Citizenship Affidavit – (GID-276-EN)

Please feel free to give me a call at 404-657-7287 if you have any questions.

Sincerely,

Kimnese Abdul-Salaam
Financial Analyst II
Division of Insurance & Financial Oversight