

FLORIDA HURRICANE CATASTROPHE FUND CLAIMS EXAMINATION – CONTRACT YEAR 2017

LIST OF ADVANCE RECORDS AND INFORMATION

For detailed record specifications & instructions, refer to the Advance Preparation Instructions (FHCF-LAP1), which was attached with your notice email or can be downloaded directly from the *WIRE* checklist.

Records to be Submitted via Online Claims System* www.sbafla.com/fhcf - in the Online Reporting Module, select “FHCF Online Claims”		
Required Records	Upload Required?	Allowable File Types
Proof of Loss Report Users will input loss information directly into the Online Claims system	N/A	System generated (no upload necessary)
Detailed Claims Listing	YES	.txt
*Note: the completion date of this submission must be recorded in Question #1 of the Operations Questionnaire.		

Information and Records to be Submitted via FHCF <i>WIRE</i> www.sbafla.com/fhcfwire/		
Required Information Exam Location, Exam Coordinator, Executive Contact, and Claims Contact		
Required Records	Upload Required?	Allowable File Types
Completed Claims Operations Questionnaire A new questionnaire can be downloaded from the <i>WIRE</i> checklist	YES	.xls .xlsx
- Attachments for Operations Questionnaire	OPTIONAL	.zip
Claims Process Memo	YES	.pdf
IBNR Documentation that supports the amount reported in the Proof of Loss Report(s)	IF APPLICABLE	.doc .docx .pdf .zip
List of Claims with Salvage	IF APPLICABLE	.txt
Multi-State Policy Listing – Commercial Only	IF APPLICABLE	.txt
Multi-Risk Policy Listing – Commercial Only	IF APPLICABLE	.txt
Single Structures Policy Listing	IF APPLICABLE	.txt
Cover Letter and Other Support Files Additional information you wish to provide the examiner should be uploaded under this record category	OPTIONAL	.doc .docx .pdf .zip
Required Records Checklist Report <i>WIRE</i> auto-updates the checklist as records are uploaded	NA	<i>WIRE</i> -generated (no upload necessary)

Note this information sheet is provided for reference only and should not be uploaded or submitted to the FHCF.