

FLORIDA HURRICANE CATASTROPHE FUND 2018

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 the required 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	YES	.xls .xlsx
- Attachments required 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 that the company wishes to bring to the attention of the examiner should be noted in a cover letter.	OPTIONAL	.doc .docx .pdf .zip
Required Records Checklist Report <i>WIRE</i> will create and update a checklist for you as you upload/enter exam records and information.	N/A	<i>WIRE</i> -generated (no upload necessary)

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