



DEPARTMENT OF
INSURANCE AND FINANCIAL INSTITUTIONS

Life Care Provider Annual Report Filing Checklist

Include this Checklist with the Annual Report Form E-LIFECARE

Enter the information for the Life Care Provider and Manager (if applicable) below:

NAIC Number: _____ Federal I.D. No: _____

Life Care Provider Name: _____ Fiscal Year Ends: _____
Month/Day

Facility/DBA Name: _____

Manager Name: _____ Fiscal Year Ends: _____
Month/Day

Financial Statement "As of" Date / /
mo. / day / year

Initial if
Completed
or Included
↓↓↓

Initial at left if items are included with Annual Report Form E-LIFECARE

Agency
Use Only
↓↓↓

	A. The \$450.00 payment has been made through OPTins (ARIZONA APPLICATION/RENEWAL FEES) https://www.optins.org/ (there is a \$15.00 transaction fee) or a check made payable to the <i>Arizona Department of Insurance and Financial Institutions (DIFI)</i> along with a cover letter has been sent to DIFI.	
	B. Title Page (Page 1 of 12) is complete for all information.	
	C. Chief Executive Officer - Name, Title and Signature on Page 1.	
	D. Notarization of Chief Executive Officer Signature on Page 1.	
	E. Preparer's Name, Title, Phone and Email address on Page 1.	
	F. Pages 2 through 11 - Complete responses to Items 1 through 13.	
	G. Page 3, Exhibit 1 - Copy of Life Care Contract.	
**	H. Page 4, Exhibit 2 - NAIC UCAA Biographical Affidavit Form 11 for each officer, director, trustee or managing partner that has not filed a biographical affidavit within the last 3 years. **Enter "N/A" in box if all biographical affidavits have been filed within the last 3 years → <input type="text"/>	
**	I. Page 12, Exhibit 3 - Certified Financial Statement(s) for the 2 most recent fiscal years of the: 1. Provider..... 2. Manager, if applicable. **Enter "N/A" in box if not applicable → <input type="text"/> 3. Promoter, if applicable. **Enter "N/A" in box if not applicable → <input type="text"/>	
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**		
**	J. Page 12, Exhibit 4 - Actuarial Study, if applicable. **Enter date last filed if not enclosed <input type="text"/>	
	K. Page 12, Exhibit 5 - Copies of escrow agreements. **Enter "N/A" in box if not applicable → <input type="text"/>	