



**DEPARTMENT OF INSURANCE
STATE OF ARIZONA**

Financial Affairs Division – Trust Deposit Unit
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**ARIZONA SPECIAL SCHEDULE P REPORT INSTRUCTIONS
FOR WORKERS' COMPENSATION DEPOSIT**

Arizona Special Schedule P Report Form E478 and Form EWCA – DUE APRIL 15

1. You must file these reports if you transact, reinsure or are authorized to write Arizona workers' compensation insurance.
 - a. Our FILLABLE **Form E478/EWCA** will compute your required deposit amount.
 - b. File the forms even if your activity is "0".
 - c. Include Excess Workers' Compensation business (Arizona State Page line 17.3).
 - d. Use only current forms posted on our website at http://www.azinsurance.gov/corp_misc.html#section_six. We do not accept older forms or incomplete forms.
 - e. Must be in Excel 2003 format or newer version.
 - f. Your file name should be the insurer's NAIC# followed by the insurer's name. For example *12345Property Insurance Company*.
 - g. **EMAIL** your completed forms to financialfilings@azinsurance.gov. DO NOT file Form E478/EWCA with your Annual Statement.
2. Your Arizona workers' compensation deposit must equal or exceed Line F of Form E478 **BEFORE** you file the forms with us. We may summarily suspend your Workers' Compensation authority if your deposit is deficient.

You may apply for a reduction to your Arizona workers' compensation deposit using **Form EXSAPP**.

Workers' Compensation Insurance Deposit Requirement

ARS § 23-961(D) requires a deposit that is the **greater of**:

1. One hundred thousand (\$100,000) dollars.
2. The sum of subdivisions (a) and (b) of this paragraph less credits for approved reinsurance computed as of the preceding December 31 for workers' compensation insurance written subject to the laws of this state:
 - a. The aggregate of the present values at six percent (6%) interest of the determined and estimated future direct reported loss and loss expense payments on compensation claims incurred more than three (3) years immediately before the preceding December 31.
 - b. The aggregate of the amounts determined for each of the three (3) years immediately before the preceding December 31 which equals the greater of the following:
 - i. Sixty-five percent (65%) of the earned premiums for the year less all direct reported loss and loss expense payments made on compensation claims incurred in the corresponding year.
 - ii. The present value at six percent (6%) interest of the determined and estimated future direct reported loss and loss expense payments on compensation claims incurred in that year.

To use alternative 6% present value factors, you must submit the proposed factors and actuarial support to us by March 1.