



FEMA

W-15061

November 25, 2015

MEMORANDUM FOR: Write Your Own (WYO) Principal Coordinators and the
National Flood Insurance Program (NFIP) Direct Servicing Agent

Lloyd A. Hake

FROM: Lloyd A. Hake
Division Director
Risk Insurance Division

SUBJECT: Accelerated NFIP Financial and Statistical Reporting
Requirements – Update

Bulletin W-15043 (Accelerated Financial Reporting Requirements) provides the groundwork for receiving NFIP financial and statistical submissions earlier at Legacy Systems Services (LSS). To further achieve our goal of generating monthly figures and analysis sooner, the following changes will be implemented in April 2016 with the March 2016 submissions:

- The due date will be moved up from the 14th to the 12th of each month.
- The due time will be moved up from noon (ET) to 8:00 AM (ET).

Currently, if the due date is not a Federal business day, submissions are due on the next Federal business day. This practice will change effective April 1, 2016, when financial and statistical submissions will be due on the preceding Federal business day no later than 8:00 AM, if the 12th of the month is a non-Federal business day. We continue to encourage you to send your submissions earlier, if possible.

Special handling is requested for the January 2016 submissions in February 2016 because the 14th is a non-business day, the 15th is a Federal holiday, and the month is short; therefore, the due date and time for the January 2016 submissions is February 12, 2016, at noon (ET).

We anticipate gaining significant benefits from these WYO submission adjustments and accommodations. Remember, it is imperative your monthly statistical and financial submissions reconcile and balance when submitted each month. Deficiencies with these submissions are monitored by the NFIP WYO Standards Committee and are eligible for action/intervention by the Administrator. If your monthly submissions are handled by a third party (vendor), we encourage you to discuss this matter further with them to ensure timely and accurate information is consistently submitted on your behalf.

The LSS delivery schedule to the WYOs for reports and files is forthcoming. Updated pages to the Transaction Record Reporting and Processing (TRRP) Plan will be included with the next set of Program Changes. Below is a chart to assist with the required due dates and times for calendar year 2016.

2016 Deadlines for Financial and Statistical Data to Legacy Systems Services

Calendar Month	Submissions	Due Date	Due Time
January 2016	December 2015	January 14, 2016	Noon (ET)
February 2016	January 2016	February 12, 2016	Noon (ET)
March 2016	February 2016	March 14, 2016	Noon (ET)
April 2016	March 2016	April 12, 2016	8:00 AM (ET)
May 2016	April 2016	May 12, 2016	8:00 AM (ET)
June 2016	May 2016	June 10, 2016	8:00 AM (ET)
July 2016	June 2016	July 12, 2016	8:00 AM (ET)
August 2016	July 2016	August 12, 2016	8:00 AM (ET)
September 2016	August 2016	September 12, 2016	8:00 AM (ET)
October 2016	September 2016	October 12, 2016	8:00 AM (ET)
November 2016	October 2016	November 10, 2016	8:00 AM (ET)
December 2016	November 2016	December 12, 2016	8:00 AM (ET)

We appreciate your full support in this effort. If you have any questions or concerns, please contact your WYO Business Analysts: Business-Analysts@nfipstat.fema.gov.

cc: IBHS, FIPNC, Vendors, Government Technical Representative

Required Routing: Accounting, Claims, Data Processing, Underwriting