

**Chapter Ins 7****FORMS**

Ins 7.01 General forms

Ins 7.03 State life fund forms

Ins 7.02 State insurance fund forms

**Ins 7.01 General forms.**

(1) Accident and Sickness Insurance Advertising Rules. Form for Certifying Compliance With (28-9)

(2) Adjusters. (a) Certificate of Authority (12-1)

(b) Certificate of Authority—Application for (12-2)

(c) Certificate of Authority—Renewal Notice (12-3)

(d) Report to the Wisconsin State Fire Marshal (31-1)

(e) Instruction Sheet—Fire (31-2)

(3) Admission of Service of Legal Process (13-1).

(4) Agents. (a) Application for Resident Insurance Agent License (11-1)

(b) Request for Agent Qualification Examination (11-4)

(c) Notice to Report for Examination (11-4A)

(d) Notice of Examination Grade (11-4B)

(e) Application for Temporary Insurance Agent License (11-5)

(f) Temporary Insurance Agent License (11-6)

(g) Order for Agent Licensing Forms (11-7)

(h) Resident Agent Initial Listing Receipt (11-9)

(i) Master Card for Agent's License (11-10)

(j) Notice of Termination (11-11)

(k) Agent's Qualification Examination Answer Sheet (11-12)

(l) Agent's Qualification Examination Answer Sheet — Securities and Variable Annuities Questions (11-12A)

(m) Certification that Agent is Licensed in Wisconsin for Specified Companies (11-13)

(n) Instructions for Licensing (11-14)

(o) Form Letter for Return of Agent's License Applications (11-16)

(p) Application for Non-Resident Insurance Agent License and Certificate of Registration (11-17)

(q) Life Agent Qualification Examination — Study Material (11-19)

- (r) Insurance Agent Examinations — Sign (11-20)
- (s) Application for Agent Certification of Registration (11-22)
- (t) Excerpts from Statutes Pertaining to Insurance Agents in Wisconsin (11-23)
- (u) Renewal Application for Agent Certificate of Registration (11-26)
- (v) Certificate of Registration (11-27)
- (w) Application and License for Sale of Travel Accident Insurance by Vending Machine (11-28)
- (x) Instructions for Vending Machine Licenses (11-28A)
- (y) Statement of License Status (11-29)
- (z) Disability Agent's Qualification Examination Study Material (11-32)
- (za) Certificate of Registration Renewal — FINAL NOTICE (11-33)
- (zb) Application for Motor Club Service Agent's License (11-38)
- (zc) Agent Complaint Record (11-39)
- (zd) Application for Examination for Individual Intermediary Agent License (11-40)
- (ze) Application for Permanent Individual Intermediary Insurance Agent License — Resident-Original License (11-41); and Resident Enlarged/Retest (11-41a)
- (zf) Application for non-resident individual intermediary agent license (11-42)
- (zg) Application for Individual Intermediary Insurance Agent Apprentice Permit (11-43)
- (zh) Certification — Completion of Intermediary Insurance Agent Apprentice Permit Program (11-44)
- (zi) Intermediary Broker License — Original and Enlarged License (11-45)
- (zj) Order of Suspension of Individual Intermediary-Agent License (11-46)
- (zk) Consent to Examine and Audit Trust Account (11-47)
- (zl) Intermediary-Brokers Bond (11-48)
- (5) Annual Statement. (a) Fire and Casualty Companies (22-11)
- (b) Fraternal Benefit Societies (22-31)
- (c) Life and Accident and Health Companies (22-41)
- (d) Assessment Life and Accident Associations (22-51)
- (e) Life and Accident and Health—Separate Account Business (22-46)

(f) Hospital, Medical and Dental Service or Indemnity Corporations (22-61)

(g) Title Companies (22-71)

(h) Town Mutual Insurance Companies (26-1)

(i) Employe Welfare Funds (71-9)

(j) Health Maintenance Organization (25-1)

(6) Annual Statement—Instructions for Completing Blank. (a) Fire and Casualty Companies (22-12)

(b) Fraternal Benefit Societies (22-32)

(c) Life and Accident and Health Companies (22-42)

(d) Hospital, Medical and Dental Service or Indemnity Corporations (22-62)

(e) Title Companies (22-72)

(f) Town Mutual Insurance Companies (26-7)

(7) Annual Statement—Instructions for Filing (28-4).

(7m) General Information and Instructions—For Filing Health Maintenance Organization Annual Report of Affairs and Conditions

(8) Appointments. (a) Commissioner of Insurance as Attorney for Service of Process—Company (21-3)

(b) Commissioner of Insurance as Attorney for Service of Process—Society (21-4)

(c) Examiner or CPA firm, or both, by Commissioner of Insurance (24-11)

(d) General or State Agent (21-5)

(9) Articles of Organization. (a) Certificate of Amendment of Articles—Acceptance and Filing (24-4)

(b) Certificate of Filing and Recording of Amendment of Articles (24-6)

(c) Certificate of Filing by Register of Deeds (24-5)

(d) Amendments to Articles of Organization—Domestic Insurance Companies (26-3)

(e) Amendments to Articles of Organization—Town Mutual Insurance Companies (26-3)

(10) Bank Balance—Certification of (24-9).

(11) Bond—Motor Club (21-20).

(12) By-Laws and Amendments Thereof—Form for Certifying Adoption—Domestic Insurance Companies (24-8).

(13) Capital Stock—Request for Transfer of Shares—Life Companies (22-45).

## Ins 7

- (14) Certificates. (a) Certificate of Compliance—Fraternal (24-2)
- (b) Certificate of Compliance—General (24-1)
- (c) Certificate to Copy of Document on File (24-3)
- (15) Certified Public Accountants—Authorization to Furnish Required Information to Wisconsin Commissioner of Insurance on the Company to be Examined—Fire and Casualty Companies (25-1).
- (16) Deviation—Form for filing (s. 203.32, Stats.) (53-21).
- (17) Employee Welfare Funds. (a) Actuarial Report (71-26)
- (b) Annual Statement (71-9)
- (c) Authorization to Furnish Required Information to Wisconsin Commissioner of Insurance on Employee Welfare Fund Being Audited (71-30)
- (d) Certificate of Publication (71-27)
- (e) Examination Interrogatories (71-21)
- (f) Instructions for Completing Registration Statement (71-3i)
- (g) Notice as to Number of Fund Participants in Wisconsin (71-28)
- (h) Registration Statement (71-3)
- (i) Rules of Procedure in Profit-Sharing Retirement Fund Examination Made by CPA Firms on Direction of Commissioner of Insurance (71-25)
- (18) Examination of Insurance Companies—Form of Acceptance by Company (24-10).
- (19) Fire Department Chief's Request Form for Investigation of Suspicious Fires (32-15).
- (20) Fire Department Dues—Form for Reporting Premiums (27-1).
- (21) Firemen's Associations—Annual Report (28-1).
- (22) License—Insurers. (a) Fire and Casualty (23-1)
- (b) Life (23-2)
- (c) Fraternal or Mutual Benefit Society (23-3)
- (d) Town Mutual (23-4)
- (e) Hospital, Medical and Non-Profit Plan (23-5)
- (f) Motor Club (23-6)
- (23) License—Insurers—Annual Application for. (a) Fire and Casualty (21-1)
- (b) Life (21-2)
- (c) Town Mutual (21-17)
- (d) Hospital, Medical and Non-Profit Plan (21-18)

- (e) Motor Club (21-19)
- (24) Miscellaneous Reports and Schedules. (a) Accident and Health Policy Experience Exhibit (22-18)
  - (b) Compensation of Wisconsin Representatives, Form for Reporting—Fraternal Benefit Societies (22-34)
  - (c) Credit Life and Accident and Health Exhibit (22-44)
  - (d) Insurance Expense Exhibit (22-16)
  - (e) Insurance in Force—Exhibit of—Fire and Casualty Companies (22-17)
  - (f) Premiums and License Fees, Report of—Life and Accident and Health Companies (22-43)
  - (g) Premiums and License Fees—Instructions for Completing Report of—Life and Accident and Health Companies (22-43.1)
  - (h) Quarterly Reports
    1. Wisconsin Automobile Insurance Companies—Direct Written Automobile Insurance (28-6)
    2. Fire and Casualty Companies (28-27)
    3. Life Companies (28-28)
  - (i) Reinsurance Assumed from Companies Not Licensed in Wisconsin, Schedule of—Fire and Casualty Companies (22-15)
  - (j) Reinsurance Ceded Schedule—Wisconsin Mutual Fire and Casualty Companies (22-14)
  - (k) Schedule 18S (requiring information covering bonds of officers and employees and audits of company) and Schedule 24S (showing report of agents' commissions on Wisconsin business) (21-6)
  - (l) Schedule 12S (Political Contributions), Schedule 14S (Expense Charges and Expenses), and Schedule 15S (Dividend Schedules)—Life Insurance Company Supplementary Schedule (21-7)
  - (m) Stockholder Information Supplement—Schedule SIS Wisconsin Stock Companies (28-29)
  - (n) Taxes and Fees Schedule—Fire and Casualty Companies (22-13)
  - (o) Valuation Report—Supplement to—Fraternal Benefit Societies (22-33)
  - (p) Windstorm and Hail Insurance, Report required to write—Town Mutual Companies (26-2)
  - (q) Instructions for Calculation of Annual 3½% License Fee—Domestic Life Companies (22-43.3)
  - (r) Annual 3½% License Fee Worksheet—Domestic Life Companies (22-43.2)

## Ins 7

(s) VII Risks in Force, VIII Recapitulation of Risks and Premiums, and IX Assessment Schedule—Domestic Mutual Windstorm and Hail Companies (22-19)

- (t) Mortgage Guaranty Insurers Report of Policyholder's Position
- (25) Mortgage Loan Balance Verification (28-12).
- (26) Request for additional license fee (28-16).
- (27) Request for information following complaint (51-11).
- (28) Surplus Lines Insurance. (a) Agent's License (55-11)
- (b) Application for Surplus Lines License (55-10)
- (c) Affidavit (55-12)
- (d) Report of Surplus Lines Insurances Written (55-13)
- (29) Unauthorized Insurance. (a) Notice of Independently Procured (55-30)
- (b) Premium Tax Report—Independently Procured (55-31)
- (c) Premium Tax Report—Unauthorized Insurance Companies (55-32)
- (30) Workmen's Compensation Security Funds. (a) Report of Loss Reserves (54-31)
- (b) Report of Direct Earned Premiums (54-32)

(Note: The above forms may be obtained from the Commissioner of Insurance, 123 W. Washington Ave., Madison, Wisconsin 53702)

**History:** 1-2-56; am. Register, September, 1958, No. 33, eff. 10-1-58; am. Register, July 1959, No. 43, eff. 8-1-59; am. Register, December, 1964, No. 108, eff. 1-1-65; am. (4), Register, December, 1976, No. 252, eff. 1-1-77; cr. (4) (ze) and (zf), Register, May, 1977, No. 257, eff. 6-1-77; cr. (zg) to (zl), am. (ze), Register, March, 1979, No. 279, eff. 4-1-79; cr. (5) (j), (7m) and (24) (t), Register, October, 1982, No. 322, eff. 11-1-82.

### Ins 7.02 State insurance fund forms.

- (1) Statement of Account Past Due (41-2)
- (2) Inland Marine Forms (41-3)
- (3) Motor Vehicle Endorsement (41-4)
- (4) Inventory Request—Motor Vehicle (41-6)
- (5) Inventory Request—Buildings and Contents (41-7)
- (6) Automatic Binder (41-8)
- (7) Inventory Request—Personal Property (41-9)
- (8) Annual Extension Endorsement (41-11)
- (9) Motor Vehicle Insuring Agreement (41-12)
- (10) Proof of Loss Form (41-14)
- (11) Resolution to Insure in Fund (41-15)
- (12) Fine Arts Form (Inland Marine) (41-16)

- (13) Proof of Loss-Instructions (41-17)
- (14) Schedule of Insurance in Force (41-19)
- (15) Form for Reporting Additional Equipment Acquired and Equipment Disposed of (41-20)
- (16) Vacancy Permit (41-24)
- (17) Builders' Risk Completed Value Form—State (41-25)
- (18) Builders' Risk Completed Value Form—Non-State (41-26)
- (19) Policy—State (41-27)

**Next page is numbered 319**

- (20) Policy—Non-State (41-28)
- (21) Windstorm and Hail Endorsement No. 1 (41-29)
- (22) Binder (41-30)
- (23) Contingent Liability from Operation of Building Laws (41-31)
- (24) Highway or Street Equipment Form (Inland Marine) (41-32)
- (25) All Risk Coverage (Inland Marine) (41-33)
- (26) Boats, Motors, Launches and Canoes (Inland Marine) (41-34)
- (27) Livestock Forms (Limits of Liability) (41-35)
- (28) Schedule of Risks—Motor Vehicles (41-36)
- (29) Musical Instrument Floater—All Risks (Inland Marine) (41-37)
- (30) Radio Tower Coverage Endorsement (41-38)
- (31) Radio Equipment Coverage—All Risk (41-39)
- (32) General Instructions (41-44)
- (33) Description of Property to be Insured (41-47)
- (34) Inherent Explosion Clause (41-50)

(Note: The above forms may be obtained from the Commissioner of Insurance, 123 W. Washington Ave., Madison, Wisconsin 53702)

**History:** Cr. Register, July, 1959, No. 43, eff. 8-1-59.

**Ins 7.03 State life fund forms**

- (1) Application—Part I (42-11)
- (2) Application—Part II—Page 1 (42-12)
- (3) Application—Part II—Page 2 (42-13)
- (4) Application—Conversion (42-14)
- (5) Change of Beneficiary (42-21)
- (6) Notice of Claim (42-31)
- (7) Proof of Death (42-32)
- (8) Certificate of Identity—Death Claim (42-33)
- (9) Policy—Ordinary Life (42-51)
- (10) Policy—20 Payment Life (42-52)
- (11) Policy—10 Year Endowment (42-53)
- (12) Policy—20 Year Endowment (42-54)
- (13) Policy—Endowment at Age 65 (42-55)
- (14) Policy—10 Year Term (42-56)
- (15) Policy—Term to Age 65 (42-57)



- (16) Total and Permanent Disability Provisions (42-61)
- (17) War and Aviation Provisions (42-63)
- (18) Policy Loan Agreement (42-64)
- (19) Informative Bulletin (42-72)
- (20) Informative Bulletin—Supplement (42-73)
- (21) Premium Notice (42-91a)
- (22) Notice of Loan Interest Due (42-92)
- (23) Statement of Dividend Accumulation (42-93)
- (24) Automatic Premium Loan Notice (42-96a)

*(Note: The above forms may be obtained from the Commissioner of Insurance, 123 W. Washington Ave., Madison, Wisconsin 53702)*

**History:** Cr. Register, July, 1959, No. 43, eff. 8-1-59.