

Nevada Reporting Requirements

Reporting requirements in Nevada can be confusing with multiple state agencies having regulatory authority over the workers' compensation system. The tables below identify "Who? What? Where? When? and How?" of the most common reports required of insurers and TPAs.

Department of Business & Industry (B&I)

Division of Industrial Relations/Workers' Compensation Section (WCS)

wcsra@dir.nv.gov - (702) 486-9080

http://dir.nv.gov/WCS/Insurer-TPA_Reporting/

| Purpose | Report/Form Title | Frequency/Method | Who Reports? |
|---|--|---|--|
| Update Contacts/TPA Relationships | Insurer Information Form | Annually upon request & within 30 days of changes/CARDS Portal | All Insurers (Active and Decertified) |
| Update Contacts | TPA Information Form | Annually upon request & within 30 days of changes/CARDS Portal | All Third-Party Administrators (TPAs) |
| Claims Reporting (NRS 616B.018) | D-38 Claims Indexing | Within 30 days of acceptance or denial of reportable claim and within 30 days of reporting triggers/CARDS Portal or FTP (paper forms accepted not accepted) | All Insurers (Active and Decertified) |
| Occupational Disease Claims (NRS 617.357) | OD-8 Form – Occupational Disease Claim Report | Within 30 days of acceptance or denial of reportable claim & within 30 days of reporting triggers/Email, Fax or USPS | All Insurers (Active and Decertified) |
| Occupational Disease Claims (NRS 617.357) | Occupational Disease Claim – Statement of Inactivity | Annually within 5 business days of end of calendar year/Email, Fax or USPS | All Insurers (Active) that had no reportable claims in the prior calendar year. |
| Claims Reporting | Fiscal Year (FY) Claims Activity Report | Annually upon request for fiscal year (7/1 - 6/30)/Email | All Insurers (Active and Decertified) |
| | FY Statement of Inactivity | Annually upon request for fiscal year (7/1 – 6/30)/Email | All Insurers (Active) that had no claims activity during the prior fiscal year. |
| Proof of Coverage (NRS 616B.461 & NAC 616B.100-148) | Policy Data (WCPOLS) | Within 15 days of issuance of new policy, cancellation, nonrenewal, reinstatement or other policy transactions/Electronically to NCCI | Private Insurers actively writing Nevada workers' comp policies |

Department of Business & Industry (B&I) – Fiscal Unit
(Division of Industrial Relations)

Bi-fiscalunit@business.nv.gov - (775) 684-7077

<http://dir.nv.gov/home/Assessments/>

| Purpose | Report Title | Frequency/Method | Who Reports? |
|---|---|-----------------------------|---|
| Assessments: Workers’ Compensation and Safety Fund | Summary of Claims Expenditures | Biannually/Email or USPS | Self-Insured Employers and Associations of Self-Insured Employers (Active and Decertified) |
| | Summary of Premium Earned and Claims Expenditures | Biannually/Email or USPS | Private Insurers |

Department of Business & Industry (B&I)

Division of Insurance

Self-Insured Workers’ Compensation

schoma@doi.nv.gov - (775) 687-0700/Toll Free (888) 872-3234

<http://doi.nv.gov/Self-Insured/>

| Purpose | Report/Form Title | Frequency/Method | Who Reports? |
|--|---|--|--|
| Annual Claims Reporting: NAC 616B.471 | Annual Claims Information Report | Annually by 9/30 - Separate form for Active or Inactive Employers/Email | Self-Insured Employers |
| | Certification of Claims Administration | Annually by 9/30 – to be included with the Annual Claims Information Report/Email | TPAs and Self-Insured Employers self- administering claims |
| Financial Statements: NRS 616B.336 | Audited Financials | Annually within 120 days after the end of the employer’s fiscal year | Self-Insured Employers |
| TPA Changes: NAC 616B.448(3) | Change in Claims Administrator | Notification prior to effective date of change | Self-Insured Employers |
| Insolvency Assessment: NRS 616B.309, NAC 616B.478 | Insolvency Assessment | Annually by 9/30 | Self-Insured Employers |
| Excess Insurance: NRS 616B.300(5), NAC 616B424(4), R095-17 | Evidence of Excess Insurance | Before expiration of current policy | Self-Insured Employers |
| | Complete copy of policy of excess insurance | Within 60 days of effective date of policy | Self-Insured Employers |
| Annuity Reporting: NAC 616B.471 | List of Annuities Purchased | Annually by 9/30 | Self-Insured Employers |
| | Copy of Agreements | Within 10 days within agreement effective date | Self-Insured Employers |

Department of Taxation

Insurance Tax Examiner

premiumtax@tax.state.nv.us - (775) 684-2130/Toll Free Call Center (866) 962-3707

https://tax.nv.gov/Forms/Insurance_Premium_Tax_Forms/

https://tax.nv.gov/FAQs/Insurance_Premium_Tax_FAQ%E2%80%99s/

| Purpose | Report Title | Frequency/Method | Who Reports? |
|--|---|--|---|
| Premium Tax: Industrial Insurance (Workers' Compensation) | Quarterly Industrial Insurance Return | Quarterly/Email or USPS | Private Insurers writing workers' compensation insurance in Nevada that reported \$2000 or more premium tax for all lines of insurance combined in the prior year are required to file quarterly. |
| | Annual Reconciliation Industrial Insurance Return | Annually/Email or USPS (Include copy of "Summary of Calculations for Insurer's Estimated Annual Assessment" from Dept of Business & Industry/Div of Industrial Relations) | All Private Insurers writing workers' compensation insurance in Nevada. |