

CITIZENS PROPERTY INSURANCE CORPORATION
2101 MARYLAND CIRCLE
TALLAHASSEE, FLORIDA 32303-1001



PARTICIPATION@CITIZENSFLA.COM

<current date>

<Company name>

<Contact Name>

<Address1>

<City>, <State> <Zip>

RE: 2019 VOLUNTARY PREMIUM WRITING TRANSFER PROCEDURE

Dear <Contact Name>,

<Company Name> has applied for a Voluntary Premium Writing Credit for the 2019 Participation Plan year. Pursuant to Section 627.351(6)(p)3.a, Florida Statutes, the Board of Governors of Citizens Property Insurance Corporation (Citizens) approved the voluntary writings credit program for Assessable Insurers to potentially reduce their Participation Ratio, wholly or in part, and has included in that program the option to transfer excess credits as described below.

Because all insurers will be required to participate in Citizens' assessments as individual companies, voluntary writings credits cannot be accumulated, used or transferred on a group basis. An individual insurer may transfer excess credits to other companies without restriction. A "Transfer Notice" will be required indicating the order the insurer wishes to transfer excess credits to individual companies. Each insurer may transfer credits for Voluntary Writings either for an indefinite period of time (Permanent Transfer Notice) or for a term of one year (Term Transfer Notice). The transfer of voluntary premium writings credit must be received in Citizens' office prior to the first day (January 1) of the calendar year in which the transfer is to be effective or on or before December 31, 2018.

The attached Transfer Notice is to be used to notify Citizens of how <Company Name> wishes to transfer any excess Credits for Voluntary Writings. If the Transfer Notice is not received in strict accordance with the instructions set forth in this letter, no transfer of excess credits will be made.

Citizens will act solely on instructions from the insurer. No transfers will be completed by Citizens automatically unless a Permanent Transfer Notice has previously been filed. All Term Transfer Notices filed previously will not apply to the 2019 Participation Ratio Plan Year. To make any changes to a previously filed Permanent Transfer Notice, please use the attached form to provide a new Permanent Transfer Notice. Completion of the voluntary transfer documentation is not mandatory.

In order for the requested transfers to be effective for the 2019 Participation Plan Year, the Transfer Notice must be received in the office of **Citizens Property Insurance Corporation, Attn: Participation, c/o Beth Gallups, 2101 Maryland Circle, Tallahassee, FL, 32303, no later than 5:00 pm, December 31, 2018.** An insurer may return the Transfer Notice by overnight courier service, certified mail, registered

Gary Aubuchon, Interim Chairman, Lee County • Bette Brown, Monroe County
Blake Capps, Martin County • Marc W. Dunbar, Leon County • James Holton, Pinellas County • William Kastroll, Collier County
John McKay, Manatee County • Freddie Schinz, Okaloosa County • John Wortman, St. Johns County
Barry Gilway, President/CEO and Executive Director

mail, regular USPS first class mail or via email to Participation@Citizensfla.com. An email shall be deemed to have been received by the Citizens office only if: (a) the transmission date and time is no later than 5:00 PM, December 31, 2018, and (b) the copy is returned to the insurer duly signed by a Citizens representative. A Transfer Notice sent by overnight courier service, certified mail, or registered mail is deemed to be received by Citizens if: (a) the receipt is signed by Citizens, and (b) the Transfer Notice is stamped as having been received on or before December 31, 2019. Transfer Notices received by Citizens after 5:00 PM, will not be effective and shall be deemed void.

Finally, transfer provisions will be effective for a full Plan Year, and once an election has been made for a Plan Year, it may not be amended or terminated until the next Plan Year. Any amendment or termination of a Transfer Notice by an insurer during the 2019 Plan Year will have no effect on Citizens' allocation of liability and credits for 2019, but will be effective the 2020 Plan Year. In addition, if an insurer returns a Term Transfer Notice and fails at the end of the term to execute a new Transfer Notice, the transfer of that insurer's Credits for Voluntary Writings will terminate at that time.

All insurers who would like to participate are required to complete a new transfer agreement unless Citizens has a Permanent Agreement on file. Complete the attached transfer agreement form and return it no later than December 31, 2018. **If your company will have no Voluntary Credits, or if you do not wish to participate in this program, please disregard this notice.** Please email Participation@Citizensfla.com if you have any questions.

Sincerely,



Andrew J. Woodward, CFA, CPA
Controller

CITIZENS PROPERTY INSURANCE CORPORATION
ATTN: PARTICIPATION
2101 MARYLAND CIRCLE
TALLAHASSEE, FLORIDA 32303

**Voluntary Premium Writings Transfer Notice
Plan Year 2019**

This letter gives notice of how the undersigned wishes the voluntary premium writings excess credit amounts (if any) for _____ to be transferred in accordance with the 2019 Voluntary Premium Writing Transfer Procedure Notice.

Provisions of this notice are:

_____ Permanent (New)

_____ Permanent (Replaces Previous Permanent Submission)

_____ One Year Term (in full force until December 31, 2019)

Please note your acceptance and submit this notice by the **December 31, 2018 deadline.**

Company Name: _____ **NAIC #** _____

Signature of Officer

Print Name

Date

Address:

2019 VOLUNTARY PREMIUM WRITING CREDIT TRANSFER NOTICE

COMPANY TRANSFERRING CREDITS: _____ **NAIC#:** _____

In the event of excess credits, we hereby elect to have Voluntary Writings Credits applied in the following order. The order noted is to the extent necessary to bring participation to zero in each company until all available credits are utilized. You may make copies of this form if needed.

1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
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22	_____	_____
23	_____	_____
24	_____	_____
25	_____	_____