**MOTOR CLUBS**

**COMPANY NAME:**

**Contact:**

**CA Company Code:**

**Telephone:**

**REQUIRED FILINGS IN THE STATE OF: CALIFORNIA Filings Made During the Year 2025**

| (1)  Checklist | (2)  Line # | (3)  REQUIRED FILINGS | (4)  NUMBER OF COPIES | (5)  **CA**  Required Filing Format | (6)  DUE DATE | (7)  FORM SOURCE | (8)  APPLICABLE NOTES |
| --- | --- | --- | --- | --- | --- | --- | --- |
| CA  Domestic & Foreign |  |
|  |  | **I. FINANCIAL STATEMENTS** |  |  |  |  |  |
|  | 1 | Annual Statement (8 ½” x 14”) | 1 | PDF (Signed) & XLS | 3/1 | CA | FAD201  A |
|  | 2 | Audited Financial Report | 1 | PDF | 6/30 | Company | FAD220  B |

**GENERAL INSTRUCTIONS**

**Submission**

All electronic filings must be made via the Online Assistance System for Insurer Submittals (“OASIS”). For documents requiring signature(s)/certification/notarization, the electronic PDF file must contain the required signature(s)/certification/notarization. All documents notarized in the state of California must comply with Section 8202 of the Government Code and Section 1185 of the Civil Code in reference to establishing an affiant’s identity.

**Signature**

Refer to California Insurance Code Section (“CIC §”) 903 and CIC § 903.5 for guidance.

**Contact Information**

For questions regarding filings, please contact Financial Records Unit at (213)346-6423, [Financial.Records@insurance.ca.gov](mailto:Financial.Records@insurance.ca.gov) or visit the California Department of Insurance (“CDI”) website at: [insurance.ca.gov](http://www.insurance.ca.gov/).

**Late Filings**

Electronic filings must be submitted before 12:00 midnight of the due date. Any company that fails to make a timely and complete filing may be subject to penalties.

**Amended Filings**

Amended items must be filed timely along with an explanation of the amendments. If there are signature requirements for the original filing, the same should be followed for any subsequent amendment. Please contact Financial Records Unit at (213)346-6423 or [Financial.Records@insurance.ca.gov](mailto:Financial.Records@insurance.ca.gov) prior to submitting any amendment via OASIS.

**NONE or 0 Filings**

When there is nothing to report or the form is not applicable, the word “NONE” or “0” must appear stamped/written on the required form. Company information must be filled in (e.g., Company name and CA ID #).

**Column (1) Checklist**

Companies may use the checklist to submit to a state, if the state requests it. Companies should copy the checklist and place an “x” in this column when mailing information to the state.

**Column (2) Line #**

Line # refers to a standard filing number used for reference only. This line number may change from year to year.

**Column (3) Required Filings**

Name of form or document to be filed.

**Column (4) Number of Copies**

Indicates the number of copies that each foreign or domestic company is required to file for each type of form.

**Column (5) CA Required Electronic Filing Format**

Adobe PDF (PDF)

For documents requiring signature(s)/certification/notarization, the PDF file must contain the required signature(s) /certification/notarization.

MS Excel (XLS)

For documents requiring an Excel version, the related form is provided on our Website. The Excel version does not require signature(s) /certification/notarization.

**Column (6) Due Date**

Indicates the date on which the company must file the form.

**Column (7) Form Source**

* CA = CDI will prescribe the forms with the filing instructions.
* Company = Company, or its representative is expected to provide the form.

**Column (8) Applicable Notes**

This column contains the CDI form numbers (in red - FADXXX) for reference only. The company should carefully read these notes before submitting a filing.

**NOTES**

|  |  |  |
| --- | --- | --- |
| A | Annual Statement | [CIC § 12162.5](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=INS&sectionNum=12162.5.) requires each Motor Club to satisfactorily prove to the commissioner that a net worth of not less than two hundred fifty thousand dollars ($250,000) is maintained at all time. Each Motor Club shall file with the Commissioner on or before the first day of March of each year, on forms prescribed by the Commissioner, statements exhibiting its condition and affairs as of the thirty-first day of December of the preceding year. Failure to timely submit the required documentation will subject the company to [CIC § 12311](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=INS&sectionNum=12311.) penalties.  For your reference, please also review [CIC § 12162.7](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=INS&sectionNum=12162.7.) – Liquid Assets, [CIC § 12166](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=INS&sectionNum=12166.) – Annual Fee, and [CIC § 12168](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=INS&sectionNum=12168.) – Amendments and Fees. |
| B | Audited Financial Report | [CIC § 12162.6(b)(1)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=INS&sectionNum=12162.6.) requires each Motor Club to have an audit by an independent certified public accountant with an audit report prepared by the certified public accountant and filed with the commissioner no later than June 30 of the year following the year covered by the audit. |