

GEORGIA SELF-INSURERS GUARANTY TRUST FUND

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MEMORANDUM

TO: Members of the Georgia Self-Insurers Guaranty Trust Fund

FROM: John P. Reale, Administrator



DATE: January 26, 2017

RE: Important Changes, Notifications, and Reminders

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Please note the following changes, notifications, and reminders regarding the **2017 Member Information Update Form**:

**1. Regarding the GSIGTF Website and MIUF**

Our website and Member Information Update Form have a new look! All of the information on the website and Member Information Update Form remains the same. We hope you will find our new form and website more user-friendly. Any feedback you can provide is greatly appreciated.

**2. Regarding Financial Statements**

This year and going forward, there is a new requirement that all members are required to submit electronic copies of financial statements – hard copies will not be accepted. This does not mean that financial statements must be submitted with the Form – the Financial Certification is still available in place of submitting financial statements with the Form. If you choose to complete the Financial Certification, rather than submit financial statements with the Form, please send a copy of your company’s financial statements to our office via email at [Gafund@deflaw.com](mailto:Gafund@deflaw.com).

**3. Regarding the Member Certification, TPA Certification, and Financial Certification**

As required last year, these certifications must be submitted electronically via DocuSign with all required e-signatures by the March 31, 2017 deadline. **Penalties associated with the delinquent return of the certifications will not be waived.** If you are unsure if your certifications have been signed by all required parties prior to the deadline, please contact our office via email at [Gafund@deflaw.com](mailto:Gafund@deflaw.com) for assistance. Once again **penalties associated with the delinquent return of the certifications will not be waived.** This means that the certifications must be signed electronically via DocuSign by **all required signers** prior to **March 31, 2017.**

#### 4. Other Reminders

- The last day to request an extension to submit the 2017 Member Information Update Form is March 24, 2017. Requests for extensions must be made **in writing**, and no extensions will be granted after March 24, 2017.
- Both the Member Information Update Form (completed via the GSIGTF website) and the Certifications (completed via DocuSign) must be completed prior to March 31, 2017 in order to avoid penalties. Any form and/or certification that is submitted after March 31, 2017 will result in a penalty of \$50 per day for each day past due.
- Lastly, please note that our address and phone number have changed. Our office sent an email to all members in November regarding these changes. If you did not receive the email, please be sure to add [Gafund@deflaw.com](mailto:Gafund@deflaw.com) to your safe sender/contact list. Additionally, since moving, our phones have not yet become fully operational. Therefore, the **best way to contact our office with issues, questions, or concerns, is via email at [Gafund@deflaw.com](mailto:Gafund@deflaw.com)**. Any screenshots you can provide of error messages you may receive will be helpful.

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