Actuarial Verification for Gift Annuity State Reserves

Report Format Requirements

These instructions are for clients using PG Calc's GiftWrap software to prepare CGA Reserve Reports for submission to PG Calc's Actuarial Verification Service.

Enter the appropriate criteria to produce the report for the state you wish to satisfy, then save report as described below.

<u>Three files are required for each state report requiring actuarial verification.</u>

1. Gift Annuity Reserves Report – Full Detail - pdf
Select: Show Full Report Detail
Select: Group by Mortality Table and Interest Rate
Select: Display Option - PDF

Name and save file using this format: name state reserves detail valuation date.pdf
Use 2-letter abbreviation for the state, with a space between each value.
Example: Memorial Hospital CA reserves detail 123123.pdf

2. Gift Annuity Reserves Report – Full Detail - csv
Select: Show Full Report Detail
Select: Group by Mortality Table and Interest Rate
Select: Display Option – Raw Data

Name and save file using this format: name state reserves detail valuation date.csv
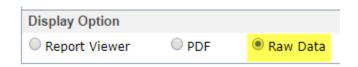Use 2-letter abbreviation for the state, with a space between each value.
Example: Memorial Hospital CA reserves detail 12312.csv
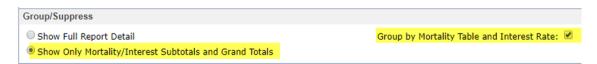
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3.Gift Annuity Reserves Report – No Detail - pdf
Select: Show Only Mortality/Interest Subtotals and Grand Totals
Select: Group by Mortality Table and Interest Rate
Select: Display Option - PDF

Name and save file using this format: name state reserves No detail valuation date.pdf
Use 2-letter abbreviation for the state, with a space between each value.
Example: Memorial Hospital CA reserves No detail 123123.pdf

E-mail the 3 files (2 .pdf, 1 .csv) to Support@pgcalc.com.
If you wish to send the files in an encrypted email, please contact support@pgcalc.com and/or
jfreeman@pgcalc.com. We'll send you an encrypted email to which you may reply. he reply with your
attached files will be encrypted.

Notes:

These instructions pertain to report formatting, not state compliance. For questions about compliance,
call 888-454-2252.

You may include a surplus on the report you prepare, but it will be disregarded. The actuary only verifies the
actual reserve amount.

For questions, please call 888-474-2252 or email support@pgcalc.com.