



## 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.

Three files are required for each state report requiring actuarial verification.

#### 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

Group/Suppress	
<input checked="" type="radio"/> Show Full Report Detail	Group by Mortality Table and Interest Rate: <input checked="" type="checkbox"/>
<input type="radio"/> Show Only Mortality/Interest Subtotals and Grand Totals	

Display Option		
<input type="radio"/> Report Viewer	<input checked="" type="radio"/> PDF	<input type="radio"/> Raw Data

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

Display Option		
<input type="radio"/> Report Viewer	<input type="radio"/> PDF	<input checked="" type="radio"/> 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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### Report Format Requirements

#### 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

Group/Suppress	
<input type="radio"/> Show Full Report Detail	Group by Mortality Table and Interest Rate: <input checked="" type="checkbox"/>
<input checked="" type="radio"/> Show Only Mortality/Interest Subtotals and Grand Totals	

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](mailto:Support@pgcalc.com).

If you wish to send the files in an encrypted email, please contact [support@pgcalc.com](mailto:support@pgcalc.com) and/or [jrobertson@pgcalc.com](mailto:jrobertson@pgcalc.com). We'll send you an encrypted email to which you may reply. The 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](mailto:support@pgcalc.com).