

# Filing Calendar

For Insurers

State of Idaho  
Industrial Commission

| FORM NUMBER & TITLE                                                                                                              | FREQUENCY   | PERIOD: DUE BY DATE                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------|
| <b>IC-2/327*</b><br>Medical and Indemnity Loss Report                                                                            | Annual      | Jan. thru Dec. – Due <b><u>March 3</u></b>                                                  |
| <b>ISIF</b><br>Idaho Special Indemnity Fund Assessment<br><i>(Invoiced late March &amp; Aug by e-mail &amp; paper)</i>           | Semi-Annual | Invoice 1 – Due May 1<br>Invoice 2 – Due October 1                                          |
| <b>IC-36*</b><br>Report of Outstanding Awards                                                                                    | Quarterly   | Qtr 1 – Due April 30<br>Qtr 2 – Due July 31<br>Qtr 3 – Due October 31<br>Qtr 4 – Due Jan 31 |
| <b>IC-4008*</b><br>Semi-Annual Premium Tax Report                                                                                | Semi-Annual | Jan. thru June – Due July 31<br>July thru Dec. – Due <b><u>March 3</u></b>                  |
| <b>IC-4008LD</b><br>Deductible Policy Report<br><i>Only due for companies authorized for deductibles on WC policies in Idaho</i> | Annual      | Jan. thru Dec. – Due <b><u>March 3</u></b>                                                  |
| <b>Surety Contact Report</b>                                                                                                     | Annual      | Upon change of personnel or as requested. <i>(Typically October)</i>                        |

\*These reports may **optionally** be submitted through our **online portal**. After the report period end date, portal links will automatically be sent as “reminders” to the first e-mail address of the contacts assigned by the company in the role respective to the report.

Each of the above reports and their instructions, except ISIF assessments, may be found on our website at [www.iic.idaho.gov](http://www.iic.idaho.gov) on the “Find a Form” page, located under “Carrier Forms and Reports”.

| (PREFERRED) | SUBMIT REPORTS BY PORTAL OR<br>E-MAIL TO: <a href="mailto:wca@iic.idaho.gov">wca@iic.idaho.gov</a> |                                                                                                    |
|-------------|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| OR MAIL TO: | Mailing Address                                                                                    | Physical Address (overnight)                                                                       |
|             | Idaho Industrial Commission<br>Fiscal Section<br>PO Box 83720<br>Boise, ID 83720-0041              | Idaho Industrial Commission<br>Fiscal Section<br>11321 W. Chinden Blvd, Bldg #2<br>Boise, ID 83714 |

**For any questions, you may contact us at [wca@iic.idaho.gov](mailto:wca@iic.idaho.gov)  
or directly for surety names beginning with the letters:**

|        |              |                                                                          |                 |
|--------|--------------|--------------------------------------------------------------------------|-----------------|
| A – M: | Alan Pace Jr | <a href="mailto:alan.pace@iic.idaho.gov">alan.pace@iic.idaho.gov</a>     | or 208.334.6083 |
| N – Z: | Jinny Geyer  | <a href="mailto:jinny.geyer@iic.idaho.gov">jinny.geyer@iic.idaho.gov</a> | or 208.334.6026 |