

Checklist for Renewing a Certificate of Deposit

The following documents are required for an insurance company to renew bank CDs on deposit. **A CD renewal notice should only be submitted if the CD identification or account number was not changed.** Submit all completed documents (Separate PDF, or one complete PDF) in the order indicated below.

► Requirements

For any certificate of deposit that matures and is automatically renewed.

- 1. Bank Notice of Renewal Terms.** The bank letter or statement must include amount, interest rate, maturity date and the CD assigned identification or account number.
- 2. A cover letter on company letterhead explaining the transaction being submitted.** Include the company and custodian contact information (name, telephone number, and email). The notice must include amount, interest rate, maturity date, and the CD assigned identification or account number.
- 3.** 📧 Email the complete filing to SDFilings@tdi.texas.gov.

Important note: If the assigned CD identification or account number changes, use the [Checklist for Substituting Securities on Deposit \(FIN437\)](#).

► Questions?

Email us at SDFilings@tdi.texas.gov or call Company Licensing and Registration Office at 512-676-6365.