**This document should only be used to supplement the Texas Title Insurance Agent Experience Report Submission General Instructions Manual. Download a copy of the general instructions manual at**: <http://www.tdi.texas.gov/bulletins/index.html>.

|  |  |  |
| --- | --- | --- |
| **Topic(s)** | **Question:** | **Answer:** |
| Agency Number | What is my **agency number**? | It is the seven or eight digit agent company ID number found on an agent’s Certificate of License. |
| Employee Group Insurance | Where do I report my **employee group insurance**? | Report employee group insurance on Form A, Sec. B, line 2. Employee Benefits and Welfare. |
| Payroll Taxes  Unemployment Taxes | Where do I report **payroll taxes and unemployment taxes**? | Report payroll and unemployment taxes on Form A, Sec. B, line 2. Employee Benefits and Welfare. |
| Federal Income Tax  State Sales Tax | Where do I report **Federal Income Tax and State Sales Tax**? | Do NOT report any Federal Income or State SalesTax on your experience report. |
| Courier & Overnight Delivery Fees  Postage and Freight Fees | Where do I report **Courier and Overnight Delivery and/or Postage and Freight** expenses? | Postage and Freight should only include expenses for the operation of your business and does not include expenses paid to third-party vendors for the benefit of the title insurance customer. Report Courier and Overnight Delivery on Form A, Sec. B, line 15. Courier & Overnight Delivery. Do not include in-house courier or runner expenses in this category. |
| Pass-Through Categories  Tax Certificates  Recording Fees  Courier & Overnight Delivery Fees | What are **pass-through categories**? | A pass-through category, for the purpose of this report, is a line item where the result of adding the income and expense equals zero or comes close to zero. Pass-through categories on the experience report include Tax Certificates, Recording Fees, and Courier and Overnight Delivery. The income and expense for these items are to be tracked and reported under the title column even if passed through escrow accounts or paid to a tax service. If your agency is not being charged for tax certificates and/or recording fees by the county and therefore has no income or expense, please submit a written statement to that effect. If there is a significant variance between the income and expense for any pass-through category, please submit a detailed written explanation with your report. |
| Policy Guaranty Fees | Where do I report **Policy Guaranty Fees**? | Do not report any Policy Guaranty Fees on your experience report. |

|  |  |  |
| --- | --- | --- |
| Policy Totals | Where do I report my **policy information**? | Report policy totals on Form A, sec. D. Do not leave line 4 (Number of all other forms for which a premium was charged) or line 6 (Number of commitments issued for which no policy was issued) blank. If you do not have policy totals for line 4 and/or line 6 please provide TDI with a written explanation as an attachment or on the Addendum page of the PDF form. |
| Contract Labor | Where do I report **contract labor**? | Report contract labor on Form A, Sec. B, line 1a. |
| Entertainment and Meal Expenses | Where do I report **entertainment and meal expenses** incurred to promote the title agency? | Report both entertainment and meal expenses incurred for promotional purpose on Form A, Sec. B, line 8. |
| Seminars  Employee Training | Where do I **report seminars and/or employee training expenses**? | Report seminar and employee training expenses on Form A, Sec. B, line 9. |
| Long-Term Vehicle Leases | Where do I report **long-term vehicle leases**? | Report long-term vehicle leases on Form A, Sec. B, line 19. |
| Short-Term Vehicle Rentals | Where do I report **short-term vehicle rentals while in travel status**? | Report short-term vehicle rentals on Form A, Sec. B, line 9. |
| Political Action Committee (PAC)  Lobbying Expenses | Where do I report **Political Action Committee (PAC) and/or lobbying** expenses? | Lobbying expenses includes amounts paid to PACs, whether paid directly to the PAC, or indirectly through other organizations or individual lobbyists. Report all fees paid to support PACs or lobbyists on Form A, Sec. B, line 30. |
| Trade Association Fees | Where do I report amounts paid to **trade associations**? | Report trade association fees on Form A, Sec. B, line 31. |
| Membership Dues and Fees for Dues, Boards, and Associations | Where do I report membership **dues and fees for dues, boards, and associations**? | Report amounts paid for membership in associations and on boards on Form A, Sec. B, line 22. Do not include charitable contributions or PAC expenses. |
| Automobile Expenses | Where do I report **automobile expenses (other than leases)**? | Report automobile expenses other than leases on Form A, Sec. B, line 9. |
| Charitable Contributions | Where do I report **charitable contributions**? | Report all charitable contributions on Form A, Sec. B, line 30. |
| Capital Expenditures | Where do I report **capital expenditures**? | Do not report capital expenditures on the experience report. |
| Management Fees  Corporate Charges  Inter-Company Allocations | Where do I report **management fees, corporate charges and/or inter-company allocations**? | Report on Form J-Other Expenses. If you are reporting a sizable amount for these line items, provide additional information as to the type of payment reported. |
| S-Corp/Sub Chapter S Distributions  Partnership Distributions | Where do I report  **S-Corp/partnership distributions**? | Do not report partnership and/or S-Corp. distributions on the experience report. |

|  |  |  |
| --- | --- | --- |
| Net Income/Loss | Should my **net totals** reconcile with another statement? | Form A, Section C Income/Loss amounts from operations should reconcile with the net income/loss reported on the title agency financial statements for each business area, title, escrow, and non-policy abstract. |
| Home Office Issue (HOI) | Do I report **home office issue (HOI)** premium? | Report all HOI premiums as a net retained amount on Form D by underwriter. Title premium reported on Form B, Form A, and Form L should include your in-county premium only. |
| E-Filing Fees  E-Filing Charges | Where do I report **E-filing fees/charges** to 3rd party? | Report E-filing fees for 3rd parties under Form A, Sec. B, line 7 and line 26 (Recording Fees Paid to County Clerk). As with other pass-through categories, report both the income and expense, even if they are passed through escrow accounts. |
| Additional Information  Written Explanation  Supporting Documentation | Where can I add additional information and/or supporting documentation on my report? | An agent can voluntarily provide TDI with additional information and/or supporting documentation as an attachment to your report or on the Addendum Page of the PDF form. |
| Office Supplies  Telephone & Fax  Printing & Photocopying | Where do I report office supplies? | Report Office Supply expenses on Form A, Section B, line 18 (Office Supplies).  Do not include any office supply expenses on the lines for Telephone & Fax and/or Printing & Photocopying. |