

TECHNICAL INSTRUCTIONS FOR THE TEXAS CAPTIVE ANNUAL REPORT

Entering Data: On the Captive Annual Report spreadsheet tab “COVER AND TABLE” please enter the Name, Texas License number and fiscal year end date for the captive insurer. This information will set up the proper dates for current and prior year headings information throughout the spreadsheet. Financial data entry may begin from any location subsequent to completing this procedure.

Printing the Texas Captive Annual Report: For your convenience, a print macro has also been included with the spreadsheet. It can be executed by clicking on the button located on the Cover page. Clicking this button will print the entire Captive Annual Report in one action.

Spreadsheet Protection: The spreadsheet has been password protected to prevent unauthorized modifications. It is important not to modify the spreadsheet form or content as this information is being electronically extracted by the Department for data and statistical analysis of captive insurers. If you encounter problems in entering data on the spreadsheet, please contact us for assistance at FACaptives@tdi.texas.gov.