

TPA ANNUAL REPORT

PORTAL FILING INSTRUCTIONS

Log on to the "[Company Document Submission Portal](#)" using the TPA license number and PIN number assigned.

Key Notes:

1. The default selection is the NAIC ID number – change to license number. If you do not have the PIN number, click on the "Need PIN" link and it will direct you to the person responsible for maintaining the PIN number.
2. The portal can only accept one file. Combine the annual report forms (FIN486 or FIN487, FIN488, tax form, financials, cover letter) into one .pdf file.
3. There is a 4mb file size limit. Setting your file to black and white and low resolution will reduce file size.

TPA Annual Report

- Order of the documents in the file:
 1. [FIN486](#) or [FIN487](#) Annual Report form
 2. [FIN488](#), Annual Report Exhibits A-E (total the columns: number of lives, claims, premiums)
 3. Documents supporting changes
 4. Copy of [25-102 Texas Annual Insurance Maintenance](#), Assessment and Retaliatory Report or screen print of electronic filing
 5. [FIN306](#), Officers and Directors Page (omit if Insurer or HMO)
 6. TPA Financials (omit if Insurer or HMO)
 - a. Audited financial statements are required if the TPA received 10 million or more in compensation in Texas in the previous calendar year. Audited financial statements prepared on a consolidated basis must include a columnar consolidating or combining worksheet. Amounts shown on the consolidated audited financial report must be shown on the worksheet. Amounts for each entity must be stated separately. Explanations of consolidating and eliminating entries must be included.
 - b. If the TPA received less than 10 million in compensation in Texas in the previous calendar year, unaudited financial statements are acceptable but you must include the [FIN490](#) certification.
 - c. Financial statements (audited or unaudited) must include income statement (profit and loss), balance sheet and cash flow statement.

TPA Annual Report Filing Fee

- Download the [FIN503](#) TPA check transmittal form
- Complete the form and send with your check in the amount of \$200.00 to the address on the form.
- Do not send a hardcopy of documents. The documents should be sent via the portal.

For additional questions or help, please call (512)676-6375 or email companylicense@tdi.texas.gov