

January 1, 2024

**All insurers licensed to transact business in Texas
Attention: Presidents and Chief Executive Officers**

The latest edition of *Filing Smart – 2023 Annual and 2024 Quarterly Statement Filing Requirements* is now available. It was developed to assist our customers in submitting filings to the Financial Regulation Division and the Data Services Office of the Regulatory Policy Division. *Filing Smart* provides important information regarding filing requirements categorized by company type - what, when, and where to file; amount of applicable fees; applicable reports and associated fees; and contact information for each area. Additionally, the guide lists the Data Call filings required by the Data Services Office and provides answers to commonly asked questions.

General filing instructions:

- 1. Filings.** Filings must be received electronically on or before the respective due dates under 28 TAC [§7.68](#). If the due date falls on a weekend or federal holiday, filings must be received the following business day. Refer to the filing requirements checklists at: <https://www.tdi.texas.gov/financial/indexfa.html>. **Note:** Foreign companies are required to submit only a completed and signed Jurat page to TDI.

Financial filing submission portal:

<https://gov.sircon.com/portalAccess.do?service=submitFilingDocument&authorization=pEncaB8R3frwSnM=>

Send PIN requests to: FinancialAnalysis@tdi.texas.gov

- 2. NAIC electronic filings.** Check NAIC's Financial Statement Filing [web site](#).
- 3. Filing fees / taxes and assessments.** Annual statement filing fees, premium taxes, maintenance taxes, and miscellaneous assessments must be submitted to:

Texas Comptroller of Public Accounts

PO Box 13528

Austin, Texas 78711-3528

Toll-free number: 800-252-1387

Web page: <https://comptroller.texas.gov/>

- 4. Annual statement (Texas edition) and Texas supplemental forms.** Specific company types must complete the appropriate annual statement from the links below and submit an electronic copy. Refer to [TAC § 7.68\(n\)-\(p\)](#), respectively.
- [Farm Mutual](#) (if gross written premium is less than \$6 million)
 - [Mutual Associations](#) (to include statewide mutual assessment, local mutual aid, mutual burial, and exempt associations)
 - [Supplemental forms](#)
- 5. Policyholder dividend disbursement application.** TDI accepts electronic submissions of the policyholder dividend disbursement application. The application must be signed with the appropriate signatures and emailed to: FAFilings@tdi.texas.gov. You will receive an acknowledgment upon receipt of your email. Allow approximately thirty (30) days after the date of receipt to process your request.

Please email your questions and comments to: FinancialAnalysis@tdi.texas.gov. We appreciate and welcome your feedback to improve the usefulness of *Filing Smart*.

Sincerely,

Amy Garcia, CFE
Chief Analyst – Associate Commissioner
Financial Analysis Section