



Relocation Filing Requirements- Premium Finance Applicant (SCHEDULE B)

A 30 day notice of intent to relocate must be mailed to the Texas Department of Insurance with the following:

- A. Premium Finance Supplemental Application ([FIN161 Form PF1A](#));
- B. List of Principals ([FIN164 Form PF2](#));
- C. Appointment of Statutory Agent and Consent to Service ([FIN168 Form PF6](#));
- D. Current premium finance company license.
- E. [Current franchise tax certificate of good standing](#) or letter of exemption issued by the Texas Comptroller of Public Accounts (**CORPORATIONS ONLY**).
- F. Copy of printed letter to be sent to the insureds in accordance with Section 651.105 of the Texas Insurance Code and 28 TAC §25.107. Please be reminded that the notice letter must be mailed at least 15 days prior to the date of relocation and must include the following information:
 - Name of your premium finance company
 - Both the old and new addresses
 - Telephone number at the new location
 - Date the relocation is effective
 - Mailing address