TEXAS DEPARTMENT OF INSURANCE
Financial Regulation Division - Company Licensing and Registration (103-CL)
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TEXAS WORKERS' COMPENSATION SELF-INSURANCE GROUP (SIG) INCREASE OR DECREASE IN MEMBERSHIP CHECKLIST

If there is an **increase** in membership of the Self-Insurance Group (SIG), please submit the following:

- ☐ SIG notification form (FIN468); and
- ☐ SIG employer membership form (FIN467) for each new member.

If there is a **decrease** in membership, caused by cancellation or termination, that results in a cumulative reduction of 10% or more of its annual written premium, a SIG is required to notify the Commissioner of Insurance pursuant to Labor Code §407A.201(c) and 28 Texas Administrative Code §5.6413 not later than the 10th day after the date on which the cumulative reduction in membership takes place. The notification must include the following:

- ☐ SIG notification form (FIN468);
- ☐ Explanation of the reason for the cancellation or termination of each member of the Group;
- ☐ A statement indicating how the Group anticipates addressing the membership loss, including whether or not assessments of the remaining members of the Group will be necessary;
- ☐ List of all impacted employee members;
- ☐ A copy of each notice of cancellation or termination of members; and
- ☐ SIG employer membership form (FIN467) for each new member.