

DISALLOWED EXPENSES DATA CALL INSTRUCTIONS

DUE APRIL 1, 2021

Instructions:

1. Report **countrywide** data only for lines written in Texas. Do not report only Texas premium. If you did not have Texas premium for any of the lines specified in the report template, then you will file a "NONE" submission. If you file a "NONE" submission (i.e., you have no data to report), you must still include a signed and notarized affidavit.
2. Include only data for admitted companies in this submission. Exclude data for farm mutual and surplus lines insurers.
3. Enter countrywide direct premium written from IEE Part III, Column 1.
4. Report premium in thousands. *Note:* This is how it is already listed on the IEE Part III, Column 1.
5. For group filings, complete the "Group Info" tab. If you are filing by individual company, you do not need to complete the "Group Info" tab.
6. Save your file according to the following standards:
 - Individual company submissions: "GRP 0 [12345] DER2019.xlsx"
 - Group submissions: "GRP [1234] DER2019.xlsx"
7. Do not send your submission with hidden or deleted columns.
8. Your email should include two attachments:
 - the Disallowed Expenses Data Call Excel reporting form; and
 - the signed/notarized affidavit in pdf format.
9. Send the email with the Excel file name as the subject line to DataCall@tdi.texas.gov. Be sure to include both attachments.

Direct questions concerning this call to TDI's Data Services team at 512-676-6690 or email DataCall@tdi.texas.gov.