**Disallowed Expense Report 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 are filing a “NONE” submission (you have no data to report), you still must include a signed and notarized Affidavit.
2. Only include admitted companies in this submission, farm mutual and surplus lines insurers must be excluded.
3. Enter countrywide direct premium written from IEE Part III, Column 1.
4. Report premiums in thousands ($000). Note: this is how it's already listed on the IEE Part III, Column 1.
5. For Group filings, complete the "Group Info" tab. If you are filing by individual NAIC, you do not need to complete the "Group Info" tab.
6. Save your file according to the following standard:
	* Individual NAIC submissions: GRP 0 12345 DER2016.xls
	* Group submissions: GRP 0000 DER2016.xls.
7. Do not send your submission with hidden or deleted columns.
8. Your email should include two attachments:
	* Disallowed Expense Report in Excel
	* PDF of signed/notarized Affidavit.