

## Disallowed Expense Report Instructions

1. Report **countrywide** data only for lines written in Texas. Do not report only Texas premium.
2. Only include data for admitted companies in this submission. Do not include data for farm mutual or surplus lines companies.
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 DER2017.xls
  - Group submissions: GRP 0000 DER2017.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.