

Disallowed Expenses Data Call 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 (you have no data to report), you still must include a signed and notarized affidavit.
2. Only include data for admitted companies in this submission. You must exclude farm mutual and surplus lines insurers.
3. Enter countrywide direct premium written from IEE Part III, Column 1.
4. Report premiums in thousands. Note: This is how its 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 DER2018.xls
 - Group submissions: GRP 0000 DER2018.xls.
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.