



**MULTIPLE EMPLOYER WELFARE ARRANGEMENT (MEWA)  
ANNUAL FILING CHECKLIST**

In accordance with TEX. INS. CODE, art. 3.95-8, the following items are required to be filed annually with the Texas Department of Insurance by the MEWA:

An audited financial statement prepared by a licensed Certified Public Accountant within 90 days of the end of the MEWA's fiscal year

An actuarial opinion within 90 days of the end of the MEWA's fiscal year

\$500.00 filing fee

In addition to the above annual filing requirements, MEWAs must file the following documents as needed when changes occur:

Any modified terms of a plan document along with a certification from the trustees that any changes are in compliance with the following requirements:

Name and type of administration of the plan;

Name and address of the administrator;

Names and addresses of any trustee or trustee if they are persons different from the administrator;

Plan requirement with respect to eligibility for participation and benefits;

A description of provisions relating to non-forfeitable benefits if any are included in the plan;

A description of circumstances which may result in disqualification, ineligibility, or denial or loss of benefits;

The source of financing of the plan;

The identity of any organization through which benefits are provided;

The date of the end of the plan year and whether the records of the plan are kept on a calendar, policy or fiscal year basis;

The procedures to be followed in presenting claims for benefits under the plan;

Remedies available under the plan for redress of claims which are denied in whole or in part; and

A statement of guaranty fund non-participation.

Upon receipt of any plan amendments, forward to the Life Health Group.

*INCOMPLETE APPLICATIONS IMPEDE TIMELY REVIEW BY THE DEPARTMENT, THEREFORE, IT IS EXTREMELY IMPORTANT THAT APPLICATIONS ARE COMPLETE. SUBMIT A COMPLETE FILING TO THE TEXAS DEPARTMENT OF INSURANCE, COMPANY LICENSING & REGISTRATION OFFICE, MC 103-CL, P. O. BOX 149104, AUSTIN, TX 78714-9104. FOR QUESTIONS OR MORE INFORMATION, CALL (512) 676-6385.*

*THESE GUIDELINES ARE GENERAL IN NATURE AND DO NOT SUPERCEDE STATUTE OR REGULATION. THEY ARE NOT INTENDED TO BE ALL INCLUSIVE AND ADDITIONAL DOCUMENTATION MAY BE REQUESTED.*