



**TEXAS DEPARTMENT OF INSURANCE
OFFICIAL DOCUMENT REQUEST**

[NOTE: Each & every item requested below must be provided.]

AGENCY		
AUDITOR		DATE REQUEST TO AGENCY:
		NOTES
1. List of all escrow bank accounts with the bank name and address and account number.		
2. Copies of signature cards for each of the escrow accounts.		
3. For the months of _____, the bank statements (including canceled checks and deposit tickets), bank reconciliations (including lists of outstanding checks and deposits-in-transit), escrow trial balances, book balances and three-way reconciliations for the following accounts:		
Bank	Account #	
i.		
ii.		
iii.		
iv.		
v.		
vi.		
vii.		
4. Accounts control ledger for escrow funds in interest-bearing accounts.		
5. List of all operating accounts.		
6. For each operating account, the bank statements (including deposit tickets and canceled checks) and reconciliations for the last six months.		
7. Financial statements of the agency (balance sheet and income statement) for the most recent accounting period.		
8. List showing the interest rate for each debt obligation shown on the agency's balance sheet.		
9. List of all branch offices, licensed escrow officers, and fee attorneys.		
10. List of all guaranty files with directly issued (home-office issued) policies for the previous six months.		
11. Copy of all "Immediately Available Funds Agreements" (T-37).		
12. Copy of statistical report for the most recent reporting period.		
13. Copy of chart of accounts		
14. General ledger and subsidiary ledgers and journals.		
15. Access to invoice files and other supporting documentation for financial statements.		
16. Other:		
➤		
➤		
➤		
➤		