

TIC = Texas Insurance Code
TAC = Texas Administrative Code
TDI = Texas Department of Insurance

Each insurance contract (policy, binder, cover note, renewal certificate, etc.) must include the following per [28 TAC §15.106](#):

- ☐ Declarations Page
- ☐ List of all participating insurers on the policy, insurer name, or Lloyd's syndicate name that matches the Approved Carriers List
- ☐ All coverage parts and schedules
- ☐ Extended coverage endorsements and exclusions
- ☐ All premium bearing documents
- ☐ Consistent policy number (including prefix/suffix), per [28 TAC §15.109](#)
- ☐ Insured name, per [TIC §981.101\(c\)\(4\)\(A\)](#)
- ☐ Effective date and expiration date, per [TIC §981.101\(c\)\(2\)](#)
- ☐ Premium, policy fees (broker/agent, inspection, etc.), taxes and stamping fee (shown separately, per [TIC §981.101\(c\)\(3\)](#), [TIC §225.001\(5\)](#))
- ☐ Issue date (if applicable), relates to [TIC §981.105\(a\)](#)
- ☐ Zip code of Texas risk location (PO boxes are not accepted), per [TIC §981.101\(c\)\(1\)](#)
- ☐ Agent/agency name and addressed, as listed on the agency license, per [TIC §981.101\(c\)\(4\)\(C\)](#) (Review [TDI Agent Lookup](#))
- ☐ Guaranty Fund Non-Participation Notice showing appropriate tax rate, per [TIC §981.101\(b\)](#)
- ☐ Texas Complaint Notice, per [28 TAC §1.601](#)

Additionally, verify and provide the following information with submission:

- ☐ Account for percentage of participation for each insurer/syndicate, to total 100%; per [28 TAC §15.106\(b\)\(2\)](#); [TIC §981.101\(c\)\(5\)](#)
- ☐ If applicable, complete the [Allocation Form](#) for Other States or Exempt Premium
- ☐ Declaration page premiums must match the attached coverages parts / schedules and endorsements, per [28 TAC §15.106\(b\)\(3\)](#)
- ☐ Policy List Form must be complete filled out, per [28 TAC §15.106\(b\)\(7\)](#), to include:
 1. Surplus Lines agent/agency name
 2. Surplus Lines agent license no.
 3. Contact name and phone number

* Handwritten changes to policy documents are not acceptable