



Texas Department of Insurance

Property and Casualty Section – Data Services

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2012 TEXAS TITLE INSURANCE COMPANY EXPERIENCE REPORT SUBMISSION INSTRUCTIONS

FORM 1 THE TEXAS TITLE INSURANCE INCOME EXHIBIT Calendar Year Ended December 31, 2011

General Instructions:

1. Report experience on an accrual basis.
2. Report amounts in accordance with the "Instructions for Completing Title Insurance Annual Statement Blank." If those instructions conflict with the instructions in this call, follow the instructions in this call.
3. Allocation of Investment Income, Realized Capital Gains and Unrealized Capital Gains to Texas must be in accordance with the Uniform Financial Reporting Plan of the American Land Title Association.
4. Do not adjust premiums for reinsurance acquired or ceded.
5. "Agency Function" includes closing and examination.
6. Amounts reported for Direct Operations and Affiliated Agents must agree with amounts reported on Aggregate Form A, as follows:

<u>FORM 1</u>		<u>AGGREGATE FORM A</u>
Line 7	Same As	Line A.1
Line 8	Same As	Line A.3
Line 9	Same As	Line A.2
Line 21	Same As	Line A.14

7. Report only premiums written for your company on Aggregate Form A, line A.1, A.2, and A.3. Report premiums retained from premiums written for other underwriters as other income on Aggregate Form A and as miscellaneous income on Form 4 and Form 1. See the example on page 3 for further explanation.

Specific Instructions:

1. *Line 1, Gross premiums - other than home office issue:* Report the direct premiums written by direct operations, independent agents, and affiliated agents on policies other than home office issue in columns B, C, and D, respectively. Do not include premiums on policies written for other underwriters.

2. *Line 2, Premiums allocated to agency function - other than home office issue:* Report premiums retained by direct operations, independent agents, and affiliated agents on policies other than home office issue in columns B, C, and D, respectively. Do not include premiums retained on policies written for other underwriters here. Report premiums retained on policies written for other underwriters as miscellaneous income on Form 4.
3. *Line 3, Premiums allocated to underwriter function - other than home office issue:* Report premiums allocated to underwriter by direct operations, independent agents, and affiliated agents on policies other than home office issue in column A. Do not include premiums allocated on policies written for other underwriters.
4. *Line 4, Gross premiums - home office issue:* Report 100 percent of the direct premiums from home office issue transactions. Report premiums on policies issued by underwriters, direct operations, and affiliated agents in columns A, B, and D, respectively.
5. *Line 5, Premiums allocated to agency function - home office issue:* Report the portion of the direct premium from home office issue transactions allocated to direct operations, independent agents, or affiliated agents for performing the agency function in columns B, C, and D, respectively. Do not report amounts paid to attorneys or other non-title entities on this line. Instead, report amounts paid to attorneys or other non-title entities on Form 2, line 3 or 4.
6. *Line 6, Premiums allocated to underwriter function - home office issue:* Report premiums allocated to underwriter function by underwriters, direct operations, and affiliated agents on home office issue policies in column A.
7. *Line 7, Gross premiums - Total:* Add line 1 and line 4. The total must agree with the written premiums reported on Schedule T of the Annual Statement.
8. *Line 8, Total premiums allocated to agency function:* Add line 2 and line 5.
9. *Line 9, Total premiums allocated to underwriter function:* Add line 3 and line 6.
10. *Line 10, Investment income - tax exempt - before expenses;*
11. *Line 11, Investment income - dividends - before expenses;*
12. *Line 12, Investment income - other - before expenses;*
13. *Line 13, Net realized capital gains (losses); and*
14. *Line 14, Net unrealized capital gains (losses):* The investment income amounts for lines 10-14 must agree with the amounts reported for those fields on the ALTA Uniform Financial Reporting Plan for Texas experience.
15. *Line 15, Total investment income:* Sum of lines 10-14.
16. *Line 16, Reinsurance fees (acquired):* Allocate all reinsurance fees (acquired) to Escrow, Abstract and Other Business.
17. *Line 17, Service charges:* For Underwriters (Column A), amounts must equal Form 4 totals. For Direct Operations (Column B) and Affiliated Agents (Column D), amounts must equal Lines A4 through A9 on the Aggregate Form A.

18. *Line 18, Escrow and abstract fees:* Allocate all escrow and abstract fees to Escrow, Abstract, and Other Business.
19. *Line 19, Miscellaneous income:* Amounts must agree with Form 4 totals. Include the premium retained for other underwriters.
20. *Line 20, Total other income:* Sum of lines 16-19.
21. *Line 21, Total income:* Sum of Title Insurance Premiums, Investment Income, and Other Income shown on lines 8, 9, 15, and 20.
22. *Line 22, Number of Title Policies Issued in Texas:* Owner's policies are issued under Rate Rules R3 and R5. Basic Rate Loan policies are issued under Rate Rule R4. Simultaneous issue Rate Loan policies are issued under Rate Rule R5.

Example for reporting premium when an affiliated agency writes business for more than affiliated underwriter: 123 Title Agency is an affiliate of underwriter ABC for whom 123 Title Agency wrote \$100,000 in business. 123 Title Agency also wrote \$10,000 in business for underwriter XYZ. 123 Title Agency reported \$110,000 in premium on their Agent Experience Report Submission. For ABC's Title Insurance Company Experience Report Submission, they will report the entire \$100,000 premium, but only the retained premium 123 Title Agency wrote for underwriter XYZ. XYZ's submission will report the \$10,000 premium as premium written by independent agents. The following diagrams show how the premiums should be reported.

123 Title Agent Experience Report Submission Form B
Distribution of Title Policy Premiums

Name of Underwriting Company for which Agency Charged Premiums	Title Premiums Charged	Title Premiums Remitted	Title Premiums Retained
ABC Title Underwriters	100,000	15,000	85,000
XYZ Title Underwriters	10,000	1,500	8,500
Total	110,000	16,500	93,500

ABC Underwriter Experience Report Submission Aggregate Form A

Income	
Title Insurance Premiums	100,000
Remitted Title Premiums	15,000
Retained Title Premiums	85,000
.	.
.	.
Other Income	8,500

ABC Underwriter Experience Report Submission Form 4

Miscellaneous Income	Underwriter	Direct Operations	Affiliated Agents	Investment	Escrow, Abstract and Other
Premium retained from other UW			8,500		

ABC Underwriter Experience Report Submission Form 1

Other Income	Underwriter	Direct Operations	Affiliated Agents	Investment	Escrow, Abstract and Other
Line 19 Miscellaneous			8,500		

FORM 2
THE TEXAS TITLE INSURANCE EXPENSE EXHIBIT
Calendar Year Ended December 31, 2011

General Instructions:

1. Report experience on an accrual basis.
2. Allocation of expenses to specific expense categories must be in accordance with the "Instructions for Completing Title Insurance Annual Statement Blank." If those instructions conflict with the instructions in this call, follow the instructions in this call instead.
3. Allocation of expenses to Texas (amounts in Column F, Gross Amount Per Books) must be in accordance with the American Land Title Association Uniform Financial Reporting Plan. If the ALTA instructions conflict with the instructions in this call, follow the instructions in this call instead.
4. Amounts reported for Direct Operations and Affiliated Agents must agree with amounts reported on Aggregate Form A.
5. Allocate expenses on a direct basis where applicable. Otherwise, allocate to each operation on the basis of total income.

Specific Instructions:

1. Line 1c, Salaries: For officers and employees only, include salaries, end of year bonuses, commissions, and any other forms of direct cash compensation. Exclude salaries or wages, paid to janitors, caretakers, maintenance personnel, and agents paid in connection with owned real estate and premises leased for company use; retirement allowances; directors' and committee fees; and disability payments to or on behalf of employees under self-insurance plans.
2. Line 2, Employee benefits, relations, and welfare: Include group insurance (life, dental and health, and so forth), profit sharing and pension plans (401 (k), ESOP, SEP, and so forth), retirement insurance (annuities), unemployment and payroll taxes, employee training costs, service awards, and company parties or other functions held solely for and attended solely by bona fide company directors, officers, and employees and their families.
3. Lines 3a and 3b, Fees paid for title examination and furnishing title evidence: Include amounts paid for the examination, searching, reading, or rendering of title opinions to:
 - 3a - Title Agents
 - 3b - Outside Attorneys and Others
4. Lines 4a and 4b, Closing costs paid non-employees: Include amounts paid for closing a transaction where you will be issuing the policy to:
 - 4a - Title Agents
 - 4b - Fee Basis Attorneys and Others

5. Line 8, Advertising and Promotions: Include all expenses incurred for any marketing activity. Include expenses incurred for advertising and promoting the title agency. Also include expenses incurred for activities that educate participants about the business of title insurance and state and federal laws by which the business of title insurance is regulated.
6. Line 9, Employee travel, lodging, and education: Report expenses for business travel, including meals and short-term vehicle rentals while in travel status. Include employee training expenses. Do NOT include long-term vehicle leases. Report long-term vehicle leases on line 19.
7. Line 12, Legal expense: Include legal fees and retainers for corporate and administrative matters. Do NOT include costs for defending a loss. Report costs for defending a loss on line 24.
8. Line 13, Licenses, taxes, and fees: Include state and local insurance taxes (for example, premium taxes), business, corporate and agent license fees, insurance department examination fees, and other similar taxes and fees. Exclude real estate and federal taxes.
9. Line 14, Postage and freight: Include postage and freight expenses usual and customary to the operation of any business.
10. Line 15, Courier and overnight delivery: Include courier and overnight delivery charges paid to third-party vendors for the benefit of title insurance customers. Do NOT include expenses paid to an employee assigned runner/courier duties. Report expenses paid to an employee assigned runner/courier duties on line 1a.
11. Line 16, Telephone and facsimile: Include monthly telephone service charges as well as dedicated line charges, long distance charges, and other operational charges for facsimile equipment.
12. Line 19, Equipment and vehicle leases: Include all payments for vehicles and other equipment (whether mobile or stationary) acquired through long-term lease agreements. Do NOT include expenses for any short-term vehicle rentals while in travel status. Report short-term vehicle rental expenses incurred while in travel status on line 9.
13. Line 21, Directors' fees: Include all amounts paid to corporate directors. Do NOT include any amounts reported under salaries on line 1b.
14. Line 22, Dues, boards, and associations: Include only those amounts paid for memberships in associations and on boards. Do NOT include any portion of dues used to support political action committees or lobbyists. Report dues used to support political action committees or lobbyists on line 38. Do NOT include amounts paid to trade associations or clubs. Report trade association expenses on line 39. Report club memberships as employee benefits on line 2, or as advertising and promotions on line 8.
15. Line 23, Bad debts: Include only obligations due to this company which were written off books during the calendar year as uncollectible.
16. Line 24, Loss adjustment expenses incurred: Includes legal costs, court costs, investigative costs, and any other costs incurred in the defense or appeal of suits in connection with a title claim. Include only amounts paid and case basis reserves. Do not include I.B.N.R. or bulk reserves. Do not include any loss adjustment expenses reported on line B-24 of the Affiliated Agent or Direct Operation Aggregate Form A.

17. Line 25, Losses incurred: This applies to losses incurred on a title claim covered by a policy or binder. Include only paid and case basis reserves. Do not include I.B.N.R. or bulk reserves. Do not include any LOSSES reported on line B-24 of the Affiliated Agent or Direct Operation Aggregate Form A.
18. Line 26, Reinsurance charges (ceded): Report all payments made to other underwriters for the transfer of risk under the applicable reinsurance agreements or contracts. Allocate all costs to Escrow, Abstract, and Other Business.
19. Line 27, Other: Includes expenses that are not shown in any other expense category in this report.
20. Line 32, Net addition to unearned premium reserve: Report the amounts added to the statutory premium reserve required under §2551.251, Texas Insurance Code, as a reserve liability. Insurance Code §2551.251 states: STATUTORY PREMIUM RESERVE REQUIRED. (a) Each domestic title insurer shall establish and maintain a statutory premium reserve. The reserve is cumulative. The reserve must consist of the amounts required under Sections 2551.252-2551.260 and must be established and maintained during the period and for the uses and purposes provided by those sections. (b) The reserve required under this section: (1) is considered to be unearned portions of the original premium; and (2) must be charged as a reserve liability of the title insurer in determining the insurer's financial condition.
21. Line 33, Abstract costs: Include amounts paid to non-employees for miscellaneous searches, reports, certificates, abstracts, surveys, and maps pertaining to record proof required in the examination of title.
22. Line 34, Real estate expenses: Include salaries, wages, and other compensation, including payroll taxes, of janitors, caretakers, maintenance people, and agents paid in conjunction with owned real estate. Also include insurance, advertising, maintenance, and operation costs associated with owned real estate.
23. Line 36, Damages paid for bad faith suits: Include any amount paid by the insurer for damages in a bad faith suit against the insurer in Texas.
24. Line 37, Fines or penalties for violation of law: Include all amounts paid to any Texas governmental entity for violation of law.
25. Line 38, Donations/lobbying: "Donations" means charitable contributions. "Lobbying expenses" includes amounts paid to Political Action Committees and individual lobbyists, whether these amounts are paid directly to the PAC or lobbyist, or indirectly through other organizations. Do not include amounts paid to trade associations. Report amounts paid to trade associations on line 39.
26. Line 39, Trade association fees: Report amounts paid to organizations providing professional services as well as lobbying.
27. Line 40, Total expenses: Sum of lines 1 through 39.
28. Line 41, Profit or (loss) before federal income tax: Total income (Form 1, line 21) minus Total expenses (Form 2, line 40).

FORM 3
DETERMINATION OF STATUTORY PREMIUM RESERVE
Calendar Year Ended December 31, 2011
(TEX. INS. CODE ANN. §2551.251)

I. DETERMINATION OF STATUTORY PREMIUM RESERVE REQUIRED CALENDAR YEAR 2011

Domestic insurers must report LINES 1 THROUGH 4 as in the annual statement (See TEX. INS. CODE ANN. §2551.251). Foreign insurers should use the same formulas to enable them to compare the results on this form to their premium reserve amounts.

Line 1, *Net Retained Liability (in millions)*

Line 2, *Direct Premium Written for Calendar Year 2011 (Countrywide)*

Line 3, *Enter 18.5 cents per \$1,000 of Net Retained Liability*

Line 4, *Statutory Premium Reserve is the product of Line 1 and Line 3.*

II. DETERMINATION OF STATUTORY PREMIUM RESERVE BALANCE

Column A, *Reserves (1991-2010)*: Enter the amounts from Form 3, Column A from 2011 call. Copy the 2010 Reserve amount from Form 3, Line 4 of the 2011 call.

Column B, *Statutory % Release*: These figures are set in Insurance Code §2551.252(c) and shown on Column B, lines 5-24.

Column C, *Reduction*: Calculate reduction by multiplying the Reserves (Column A) by the Statutory Percentage Release (Column B). Line 25 is the Total SPR Reduction for Calendar Year 2011.

Line 26, *Statutory Premium Reserve Balance as of 12/31/2010*: Copy this number from your Title Insurance Company Experience Report Submission for 2010 experience, Form 3, Line 29.

Line 27, *One-tenth of Transitional Charge (Release) as calculated for years '97 and prior - act expired on December 31, 2006.*

Line 28, *Supplemental Reserve, if applicable*: **You should enter an amount here if Part 3B, Line 11 on your Annual Statement has a balance.** Insurance Code §2551.257 governs applicability for this section: **Sec. 2551.257. SUPPLEMENTAL RESERVE. Each domestic or foreign title insurer shall establish a supplemental reserve in an amount equal to the amount by which the actuarially certified reserves exceed the total of the known claim reserve and statutory premium reserve as set forth in the insurer's annual statement required under Section 2551.152.**

Line 29, *Statutory Premium Reserve Balance as of 12/31/11*: Add the Total SPR Reduction (Line 25), Statutory Premium Reserve Balance as of 12/31/10 (Line 26), and Supplemental Reserve, if applicable (Line 28). Subtract this subtotal from Statutory Premium Reserve (Line 4).

FORM 5
THE TEXAS TITLE INSURANCE LOSS DEVELOPMENT EXHIBIT
Calendar Year Ended December 31, 2011

General Instructions:

1. The purpose of this exhibit is to provide data regarding the development of Texas Title Insurance Policy losses.
2. Include amounts paid or reserved on policies with inception dates prior to January 1, 2002, on lines 1 through 3.
3. Reported losses must be net of recoupment.
4. Do not include loss adjustment expenses.

Specific Instructions, Using Policy Inception Year 2002 as an example:

1. Report losses paid in 2002 on policies with 2002 inception dates on line 4, in column A.

Report case basis loss reserves on December 31, 2002, on policies with 2002 inception dates on line 5, in column A.
2. Report cumulative losses paid in 2002 and 2003 on policies with 2002 inception dates on line 4, in column B.

Report case basis loss reserves on December 31, 2003, on policies with 2002 inception dates on line 5, in column B.
3. Report cumulative losses paid from 2002 to 2011 on policies with 2002 inception dates on line 4, in column J.

Report case basis loss reserves on December 31, 2011, on policies with 2002 inception dates on line 5, column J.
4. Use the same procedure for reporting paid losses and case basis loss reserves on policies with inception dates in 2003 on lines 7 and 8, in columns B through J; for policies with inception dates in 2004, on lines 10 and 11, in columns C through J, and so forth.

FORM 6
TITLE INSURANCE LOSS ADJUSTMENT EXPENSE DEVELOPMENT EXHIBIT
Calendar Year Ended December 31, 2011

General Instructions:

1. The purpose of this exhibit is to provide data regarding the development of Texas Title Insurance Loss Adjustment Expenses.
2. Include amounts paid or reserved on policies with inception dates prior to January 1, 2002, on lines 1-3.
3. Reported loss adjustment expenses must be net of recoupment.

Specific Instructions, Using Policy Inception Year 2002 as an Example:

1. Report LAE paid in 2002 on policies with 2002 inception dates on line 4, in column A.

Report case basis LAE reserves on December 31, 2002, on policies with 2002 inception dates on line 5, in column A.
2. Report cumulative LAE paid in 2002 and 2003 on policies with 2002 inception dates on line 4, in column B.

Report case basis LAE reserves on December 31, 2003, on policies with 2002 inception dates on line 5, in column B.
3. Report cumulative LAE paid from 2002 to 2011 on policies with 2002 inception dates on line 4, in column J.

Report case basis LAE reserves on December 31, 2011, on policies with 2002 inception dates on line 5, column J.
4. Use the same procedure for reporting paid LAE and case basis LAE reserves on policies with inception dates in 2003 on lines 7 and 8, in columns B through J; for policies with inception dates in 2004, on lines 10 and 11, in columns C through J, and so forth.

FORM 9
PREMIUM AND LOSS BY AMOUNT OF LIABILITY REPORT
Calendar Year Ended December 31, 2011

The Premium and Loss by Amount of Liability Report presents the distribution of incurred loss and Allocated Loss Adjustment Expense by policy liability range, number of policies, gross premium, and total liability. This schedule expands on the current year information provided in Form 2, lines 24 and 25.

1. Report premium, liability, loss, and ALAE on all policies and endorsements that apply to a single transaction.
2. Report all premium, liability, loss, and ALAE direct as to reinsurance.
3. Column (2), Gross Premium: Include all premium collected for all policies, endorsements, and amendments in each transaction for the calendar year being reported. You can find the Column (2) total on Form 1, Line 7, Column G, Gross Premiums, Total.
4. Column (3), Total Liability: The amount of liability applies to a single title insurance transaction. The amount of liability is non-cumulative on a simultaneous issue of an owner's and loan policy. In the case of a simultaneous issue of an owner's policy and a loan policy, report the larger liability.
5. Column (4), Incurred Loss and Allocated Loss Adjustment Expense: Report losses incurred on a title claim covered by a policy or binder. These include amounts paid and case basis reserves only for legal costs, court costs, investigative costs, or any other costs incurred in the defense or appeal of suits in connection with a title claim. Do not include items that are Incurred But Not Reported or bulk reserves. Do not include any losses reported on line B-24 of the Affiliated Agent or Direct Operation Aggregate Form A. You can find the Column (4) total on Form 2, Column A, Lines 24 and 25.

FORMS 10 and 11
REGARDING POLICIES WITH HOME EQUITY ENDORSEMENTS
Calendar Year Ended December 31, 2011

In order to collect information for pricing all equity lending transactions, TDI is collecting claims data for title insurance policies as well as premium data for policies that include the Equity Loan Mortgage Endorsement (T-42) and Supplemental Coverage Equity Loan Mortgage Endorsement (T-42.1). Provide the information on the attached worksheets.

1. The TITLE INSURANCE CLAIMS BY ALTA RISK CODES worksheet (Form 10) requests claims and loss data by ALTA risk codes. This is not limited to claims due to home equity related risks. See Appendix II for a listing of ALTA risk codes.
2. The TITLE POLICIES WITH T-42 ENDORSEMENT worksheet (Form 11) is self-explanatory. Its purpose is to show the total premium collected on policies with one or both home equity endorsements. While premiums charged for individual transactions will be reported on Schedules 1 and 3, report all premiums associated with a policy that includes a home equity endorsement on this form.

FORM 12
REPORT ON DIRECTLY ISSUED POLICIES
FOR EXPERIENCE PERIOD BETWEEN 1/1/11 AND 12/31/11

General Instructions:

List all directly issued policy transactions by county. If the transaction included more than one county, repeat the transaction information for each county. *Do not include any transactions that were reported in a prior year's submission, except to correct a prior year's entry.*

Specific Instructions:

1. Transaction ID: Provide the guaranty file number or other identifier.
2. Gross Premium and Limits of Liability: This is self-explanatory.
3. Policy Date: This is self-explanatory.
4. County Code: Provide the location of the insured land by entering the appropriate standard three (3) digit county code. These codes are located in Table 7 of the Texas Title Insurance Statistical Plan and are also included on a separate tab in the excel forms workbook. Identify all counties included in each transaction.
5. Requesting Agent ID: Enter the TDI Agency/Direct Operation Company ID Number as shown on the Agent/Direct Operation license.
6. Cooperating Agent ID: Enter the TDI Agency/Direct Operation Company ID Number as shown on the Agent/Direct Operation license.
7. DIP Status: Enter Best Evidence = 0; Multicounty = 1.
8. Sort the report by county (primary sort).
9. Sort the report by the requesting agent's TDI Agency/Direct Operation Company ID Number as shown on the Agent/Direct Operation license (secondary sort) within each county.

See the Basic Manual of Title Insurance, Section IV, Procedural Rule P-58, Report on Directly Issued Policy, for further information.

**SPECIAL INSTRUCTIONS
FOR THE COMPLETION OF THE
ALTA INCOME STATEMENT SUMMARY
AND THE
ALTA BALANCE SHEET SUMMARY**

Complete the reporting schedules for the Income Statement Summary and the Balance Sheet Summary in accordance with the instructions for the American Land Title Association Uniform Financial Reporting Plan.* In particular, please note that:

1. The Financial Reporting Plan includes all charges in which the underwriter participates, gross as to agency retentions for those charges.
2. In completing the right hand side of the Texas Balance Sheet Summary, first assign Loss Reserves (line 10) and Statutory Reinsurance Reserves (line 11) to Texas. Then allocate lines 12, 13, 15, and 17 to Texas using the common ratio:

$$\frac{(\text{Line 9} - (\text{Line 10} + \text{Line 11})) \text{ for Texas}}{(\text{Line 9} - (\text{Line 10} + \text{Line 11})) \text{ Nationwide}}$$

Calculate line 14 as the sum of lines 12 and 13;

Calculate line 16 as the sum of lines 10, 11, 14, and 15;

Calculate line 18 as the sum of lines 16 and 17.

Using this procedure guarantees that the balance sheet will balance, column by column.
TDI will not accept out of balance conditions.

3. In allocating investment income items on the Income Statement Summary (Lines 16 through 21) to Texas, use the ratio:

$$\frac{\text{Balance Sheet Summary Line 16, for Texas}}{\text{Balance Sheet Summary Line 16, Nationwide}}$$

*To request a copy of these instructions, please send an email to atacall@tdi.state.tx.us.

**A F F I D A V I T
FOR
TEXAS TITLE INSURANCE COMPANY EXPERIENCE REPORT SUBMISSION
FOR THE CALENDAR YEAR ENDED DECEMBER 31, 2011**

STATE OF _____

COUNTY OF _____

_____, President, _____, Secretary, _____, Treasurer of the _____ being duly sworn, each for himself, affirms that the signatories to this document are the above described officers of the named company, and that on the 31st day of December last, all of the information contained in Forms 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12; Schedules S-1, S-2, S-3, S-4, S-5, and S-6; Aggregate Form A; the ALTA Income Statement Summary; and the ALTA Balance Sheet Summary of the named company submitted with this affidavit, together with any necessary related exhibits, schedules, and explanations, are a full and true statement of income and expenses in accordance with the instructions provided for the year ended on that date, according to the best of his information, knowledge, and belief.

PRESIDENT

SECRETARY

TREASURER

SUBSCRIBED AND SWORN TO BEFORE ME this the _____ day of _____, 20____.

Notary Public

Printed Name of Notary

My commission expires:

Contact Person

Contact's Position

Phone Number

Email