



## **2018 TEXAS TITLE INSURANCE COMPANY EXPERIENCE REPORT SUBMISSION INSTRUCTIONS**

### **Before You Begin**

#### **PLEASE NOTE THESE CHANGES TO THE 2018 TEXAS TITLE INSURANCE COMPANY EXPERIENCE REPORT**

- About the ALTA Risk Codes: For code categories A, B, C, D, E, F, I, K, R, S, and T, do not use only the letter such as "A," "B," "R" etc. These are not acceptable codes. You must use the letter and corresponding number and/or sub-letter. For example, "A1d," "K2," or "E1" are acceptable code choices.
- Do not write any comments on the worksheets, color any of the tabs, or rearrange the tabs. Comments may be written on the "ERRORS" tab in the designated section.
- The affidavit has been removed from the instructions manual and is now a separate form that can be downloaded from the data call bulletin. You must submit a notarized affidavit as part of the data call.

### **General Instructions:**

1. Report experience on an accrual basis.
2. If your company has no experience to report, you must submit a "none" report. An acceptable "none" report should have your basic company information entered on each workbook (company name and address where applicable), with all other fields remaining blank or zero. If your company did not issue any policies or collect any premiums but still had items to report such as expenses and fees, please fill out the report according to the instructions.
3. Report amounts in accordance with the NAIC's "Instructions for Completing Title Insurance Annual Statement Blank." If those instructions conflict with the instructions in this call, follow the instructions in this call.
4. Allocate investment income, realized capital gains, and unrealized capital gains to Texas according to the Uniform Financial Reporting Plan of the American Land Title Association (ALTA).

5. Prepare the experience reported on the Schedules (S-1 through S-6) on a "direct basis." This means excluding data on reinsurance assumed when reporting premiums and losses, and not making deductions for reinsurance ceded. Refer to the Texas Title Insurance Statistical Plan for additional instructions on completing Schedules S-1 through S-6. A link to the Texas Title Insurance Statistical Plan is included with the bulletin for this call.
6. "Agency Function" includes closing and examination.
7. Amounts reported for direct operations and affiliated agents must agree with amounts reported on Aggregate Form A, as follows:

**FORM 1**

Line 7

Same as

Line 21

Same as

**AGGREGATE FORM A**

Line A.1

Line A.14

8. Report only premiums written for your company on Aggregate Form A, lines A.1, A.2, and A.3. Report premiums retained from policies 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 4 for further explanation.
9. Appendix I contains tables that list the standard transaction codes for Texas operations.

**FORM 1**  
**THE TEXAS TITLE INSURANCE EXPENSE EXHIBIT**  
**Calendar Year Ended December 31, 2017**

**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. Report those retained premiums 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.
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 nontitle entities on this line. Instead, report those amounts on Form 2, lines 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: Line 1 plus line 4. The total must agree with the Texas written premiums reported on Schedule T of the Annual Statement.

8. Line 8, Total Premiums Allocated to Agency Function: Line 2 plus line 5.
9. Line 9, Total Premiums Allocated to Underwriter Function: Line 3 plus 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).
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 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 reported on Form 4 totals. Include the premium retained from 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.

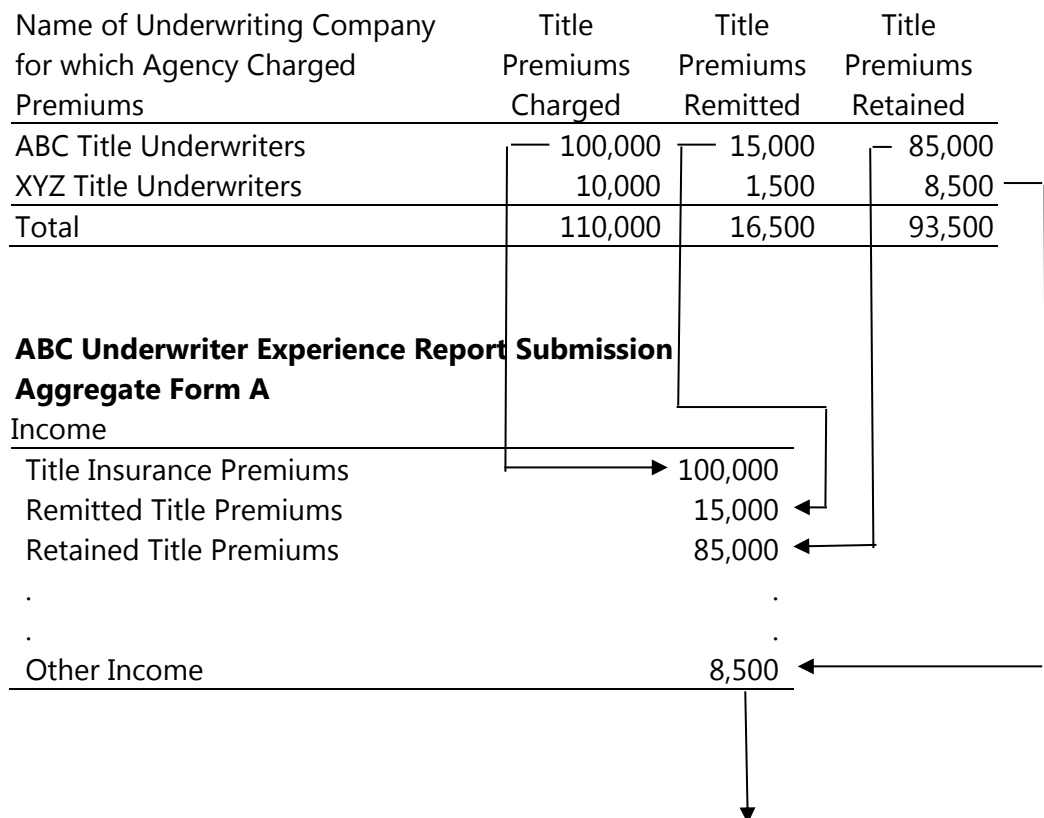
**Example for reporting premium when an affiliated agency writes business for more than one underwriter:**

- 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 that 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**



[Addressee's Name]

[Date]

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**ABC Underwriter Experience Report Submission Form 4**

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

**ABC Underwriter Experience  
Report Submission Form 1**

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

**FORM 2**  
**THE TEXAS TITLE INSURANCE EXPENSE EXHIBIT**  
**Calendar Year Ended December 31, 2017**

**General Instructions:**

1. Report experience on an accrual basis.
2. You must allocate expenses to specific expense categories according to the NAIC's "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. You must allocate expenses to Texas (amounts in column F, Gross Amount per Books) according to the ALTA Uniform Financial Reporting Plan. If the ALTA instructions conflict with the instructions in this call, follow the instructions in this call.
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, health, etc.), profit sharing and pension plans (401k, ESOP, SEP, etc.), 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 company directors, officers, employees, and their families.

3. Lines 3a and 3b, Fees Paid for Title Examination and Furnishing Title Evidence: Include amounts paid for the examination and for searching, reading, or rendering title opinions to:

3a – Title Agents

3b – Outside Attorneys and Others.

4. Lines 4a and 4b, Closing Costs Paid Nonemployees: 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 for activities that educate participants about the business of title insurance, as well as state and federal laws that regulate that business.
6. Line 9, Employee Travel, Lodging, and Education: Report expenses for business travel, including meals and short-term vehicle rentals. 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; TDI 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 that are 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 or courier duties. Report expenses paid to an employee assigned runner or courier duties on line 1a.
11. Line 16, Telephone and Fax: Include monthly telephone service charges as well as dedicated line charges, long distance charges, and other operational charges for fax 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 short-term vehicle rentals. Report short-term vehicle rental expenses for business travel 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 amounts paid for memberships in associations and on boards. Do not include any portion of dues used to support political action committees (PACs) or lobbyists. Report dues to support PACs or lobbyists on line 38. Do not include amounts paid to trade associations or clubs. Report trade association fees 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 or accounts payable to the company that were written off the books as uncollectible during the calendar year.
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 incurred but not reported (IBNR) 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 IBNR 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 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 Insurance Code Section 2551.251, as a reserve liability. Insurance Code Section 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 nonemployees for miscellaneous searches, reports, certificates, abstracts, surveys, and maps pertaining to record proof required in title examinations.
22. Line 34, Real Estate Expenses: Include salaries, wages, and other compensation, including payroll taxes for 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 under Texas law.

24. Line 37, Fines or Penalties for Violation of Law: Include all amounts paid to any Texas governmental entity for a violation of the law.
25. Line 38, Donations/Lobbying: Include all donations and lobbying expenses. "Donations" means charitable contributions. "Lobbying expenses" include 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, 2017**  
**(INSURANCE CODE SECTION 2551.251)**

**I. DETERMINATION OF STATUTORY PREMIUM RESERVE REQUIRED CALENDAR YEAR 2017**

***Domestic insurers must report lines 1 through 4 as in the annual statement (See INSURANCE CODE SECTION 2551.251). Foreign insurers should use the same formulas so they can 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 2017 (Countrywide).

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

Line 4, Statutory Premium Reserve (SPR) is the product of Line 1 and Line 3.

**II. DETERMINATION OF STATUTORY PREMIUM RESERVE BALANCE**

Column A, Reserves (1997–2016): Enter the amounts from Form 3, column A of the 2017 call. Copy the 2016 SPR amount from Form 3, line 4 of the 2017 call onto Line 25. Copy the 2016 SPR from Line 30 onto Line 27.

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

Column C, SPR Reduction: Calculate the SPR reduction by multiplying the Reserves (column A) by the Statutory Percentage Release (column B). Line 26 is the Total SPR Reduction for Calendar Year 2017.

Line 26, Statutory Premium Reserve Balance as of December 31, 2016: Copy this number from your Title Insurance Company Experience Report Submission from the 2017 call, Form 3, line 30.

[Addressee's Name]

[Date]

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Line 27, One-tenth of Transitional Charge (Release) as calculated for years 1997 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 Section 2551.257 governs applicability for this section:

Section 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 December 31, 2017: Add the Total SPR Reduction (Line 25), Statutory Premium Reserve Balance as of December 31, 2016 (Line 26), and if applicable, Supplemental Reserve (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, 2017**

**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 before January 1, 2008, on lines 1 through 3.
3. Reported losses must be net of recoupment.
4. Do not include loss adjustment expenses.

**Specific Instructions:**

The <Policy Year(s)> column is the year the title policy was issued.

For each policy year, there is a line to report <Paid Losses> and a line to report <Case Basis Reserves>. The third line of each year, <Incurred (1+2)>, is the sum of <Paid Losses> and <Case Basis Reserves>.

Columns labeled (A) through (J) represent ongoing evaluation years. Each column reports the cumulative values for each policy year as of December 31 of the evaluation year.

Line 4, Column (A) reports paid losses for 2008 policies as of December 31, 2008.

Line 4, Column (B) reports paid losses for 2008 policies as of December 31, 2009.

**Paid Losses**

For each policy year, report the *cumulative* amount paid for all policies issued in that year.

For example, assume for policies issued in 2008, incremental paid losses occurred in the following years, in the following amounts:

- 2008 - \$10,000
- 2010 - \$12,500 → (cumulative amount paid is \$22,500)
- 2014 - \$22,700 → (cumulative amount paid is \$45,200)
- For all other years, no payments were made

In this example, the development triangle should be completed as follows:

- Line 4, column (A): \$10,000
- Line 4, column (B): \$10,000 → (no payments made in the year)
- Line 4, column (C): \$22,500 → (cumulative paid changed from \$10,000 to \$22,500)
- Line 4, column (D-F): \$22,500 → (no payments made in the year)
- Line 4, column (G): \$45,200 → (cumulative paid changed from \$22,500 to \$45,200)
- Line 4, column (H-J): \$45,200 → (no payments made in the year)

### Case Basis Reserves

For each policy year, report the case basis reserves held as of December 31 each evaluation year.

Continuing with the previous example, assume the year-ending case basis reserves held for the 2008 policy year were:

- 2007 - \$40,000
- 2009 - \$30,000
- 2013 - \$10,000
- 2014 - \$0

In this example, the development triangle should be completed as follows:

- Line 5, column (A): \$40,000
- Line 5, column (B): \$40,000 → (no change)
- Line 5, column (C): \$30,000 → (reduced based on payments made in year)
- Line 5, column (D-F): \$30,000 → (no change)
- Line 5, column (G): \$10,000 → (reduced based on payments made in year)
- Line 5, column (H): \$0 → (reduced based on expectation that all claims closed)
- Line 5, column (I-J): \$0 → (no change)

### Incurred Losses

As previously noted, incurred losses for each policy year are the sum of the paid losses and case basis reserves for each evaluation year. The spreadsheet automatically calculates the sum of these values, so no entry is required in these cells.

**FORM 6**  
**TITLE INSURANCE LOSS ADJUSTMENT EXPENSE DEVELOPMENT EXHIBIT**  
**Calendar Year Ended December 31, 2017**

**General Instructions:**

1. The purpose of this exhibit is to provide data regarding the development of Texas title insurance loss adjustment expenses (LAE).
2. Include amounts paid or reserved on policies with inception dates before January 1, 2008, on lines 1 through 3.
3. Reported loss adjustment expenses must be net of recoupment.

**Specific Instructions:**

Please follow the specific instructions and examples outlined for Form 5, using Paid Loss Adjustment Expenses instead of Paid Losses.



**FORM 9**  
**PREMIUM AND LOSS BY AMOUNT OF LIABILITY REPORT**  
**Calendar Year Ended December 31, 2017**

The Premium and Loss by Amount of Liability Report presents the distribution of incurred loss and allocated loss adjustment expense (ALAE) 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 noncumulative on a simultaneous issue of an owner's and loan policy. If an owner's policy and a loan policy were issued simultaneously, 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, 2017**

To collect information showing the impact of 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 purpose of Form 11 is to show the total policy count and 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.
  - Row (1), Column (A): number of policies with T-42 but not T-42.1 endorsement.
  - Row (1), Column (B): enter total premium for policies with T-42 but not T-42.1 endorsement.
  - Row (2), Column (A): enter number of policies with both T-42 and T-42.1 endorsements.
  - Row (2), Column (B): enter total premium for policies with both T-42 and T-42.1 endorsements.

No entry is required in Column (C) and Row (3). These cells are calculated based on the values entered in the non-shaded cells.

**FORM 12**  
**REPORT ON DIRECTLY ISSUED POLICIES**  
**FOR EXPERIENCE PERIOD BETWEEN JANUARY 1, 2017, AND**  
**DECEMBER 31, 2017**

**General Instructions:**

List all directly issued policy (DIP) transactions by county. If the transaction included more than one county, repeat the transaction information for each county on separate rows. *Do not include any transactions 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-digit county code. These codes are in Table 7 of the Texas Title Insurance Statistical Plan and are included on a separate tab in the Excel forms workbook. If the transaction included more than one county, repeat the transaction information for each county on separate rows. **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. Please note this is not the agent's license number, but their five- or six-digit TDI title agent firm ID.
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; Out of County = 2.
8. Sort the report by county (primary sort).

[Addressee's Name]

[Date]

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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 COMPLETING  
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 according to the instructions for the ALTA Uniform Financial Reporting Plan.\* In particular, please note that:

1. The Financial Reporting Plan includes all charges where the underwriter participates gross as to agency retentions for those charges.
2. When completing 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:

(Line 9 - (Line 10 + Line 11)) for Texas

(Line 9 - (Line 10 + Line 11)) Total

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:

Balance Sheet Summary Line 16, for Texas

Balance Sheet Summary Line 16, Total

*\*To request a copy of these instructions, please send an email to [PCDataCallTitle@tdi.texas.gov](mailto:PCDataCallTitle@tdi.texas.gov).*