

Annual Form B Registration Statement

Most common mistakes

► Incomplete description for transactions

Please note that the below is not a replacement for TAC §§7.210 (Form B), 7.211 (Form C) and 7.214 (Form F) which specifies all items required to be included in the Form B filing.

The Form B must include the following information about each approved transaction reported:

- Description and purpose.
- Effective date.
- Identification of the parties.
- List of services (if applicable).
- Amount paid by or received by the insurer.
- Frequency of payments, monthly or quarterly (if applicable).
- Basis of compensation, allocation of cost in accordance with Statutory Accounting Principles or market.
- HCS Number.

The Form C must include the following information about each active agreement reported on Form B:

- Increase or decrease of amount paid by or received by the insurer from the previous year.
- Identification of any new parties joining the agreement.
- Identification of any parties terminating participation in the agreement.
- Name changes of any parties to the agreement.
- If new effectuated agreement, furnish the mode of completion and any flow of funds between affiliates resulting from the transaction.
- HCS Number.

► Inadequate corporate governance description (TAC §§7.210 (f)(O))

It is not acceptable for the insurer to simply copy the language verbatim from the TAC. The insurer should add a statement confirming that the statements identified as (i) and (ii) above are, in fact, true and correct. The insurer is encouraged to include a description of the corporate governance and internal control procedures that are being used.

► Combining Form B and Form F into one PDF document

Form B filings should be submitted through the Financial filing submission portal. Do not combine the Form B and the Form F filings into one PDF file. Form C correspondence and exhibits can be combined and submitted with the Form B filing. The Form F correspondence and exhibits should be submitted as a separate PDF. Filing year is the statement filing year (not the calendar year in which the Form B is filed).