

## **INSTRUCTIONS FOR COMPLETING DEPOSIT FORM**

1. ESTABLISH, SUBSTITUTE, WITHDRAWAL- Select with check mark to indicate transaction type.

2. SECURITIES DEPOSITED IN ACCORDANCE WITH/SECURITES WITHDRAWN IN ACCORDANCE WITH- Note the statue the deposit is held pursuant to.

3. CUSTODIAN- Provide the name of designated custodian, whether bank or Texas Comptroller.

4. IDENTIFICATION NUMBER – Enter CUSIP or certificate number. .

5. DESCRIPTION OF SECURITIES – Enter complete description of securities to be deposited (US Treasury, etc.)

 \*If deposit is held under Texas Insurance Code Ch. 481 as a voluntary deposit for a Texas domestic insurer held on behalf of another State or jurisdiction, must attach an addendum or document setting forth (1) name of the state(s)/jurisdiction(s) relying upon the voluntary deposit, and (2) note whether it is for all (or only residents of that state/jurisdiction) policyholders, creditors, policyholders and creditors, or policyholders or creditors.

6. AMOUNT DEPOSITED-Par Value.

7. MATURITY DATE- The date the security matures.

8. SVO RATING- List the rating of the security. Acceptable securities should be listed with SVO rating of 1 or 2. (Note: Securities deposited need to be listed with the Securities Valuation Office and market value should be sufficient to maintain the mandated amount.)

9. TOTAL DEPOSIT/ TOTAL WITHDRAWL- Enter total deposit/withdrawal amounts at the end of amount deposit/withdrawn column.

10. AUTHORIZED SIGNATURE of an officer of the company (verifiable through the company’s annual statement) should be affixed to each form on the blank indicated “FOR THE COMPANY”. This blank is located in the lower left corner of the form.

11. Bottom Right hand Corner you will calculate total deposit, total withdrawal and net balance.

RETURN ALL FORMS TO THIS OFFICE. An officer of the bank shall date and sign the Declaration of Trust form and provide safekeeping receipts. In order to expedite a transaction; please furnish this department with the contact information of the officer at the bank that will handle the transaction. We will check the forms and sign them if in compliance of the Texas Insurance Code. Then approvals will be sent from this office to the bank and company.

NOTE: All companies writing classes of insurance in this State are regulated by the TEXAS INSURANCE CODE and shall be charged fees as follows:

This fee must be received before a transaction will be processed:

FEE for accepting a security deposit: $100.00

FEE for substitution/amendment of a security deposit: $50.00

Fee for RENEWALS OF A CERTIFICATE OF DEPOSIT: $50.00

Fee for name change: $50.00

Statutory Deposit

Company Licensing & Registration, Mail Code 305-2C