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

- Declaration Page
- List of all participating insurers on the policy: insurer name or Lloyd’s syndicate name that matches the Approved Insurers List
- All coverage parts and schedules
- Extended coverage endorsements and exclusions
- 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 fee(s) (membership fees, registration fees, assessments, dues, and any other compensation given in consideration for surplus lines insurance), taxes and stamping fee (shown separately, per TIC §981.101(c)(3) and 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 address, 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
- Exempt commercial purchaser documentation (if applicable), per TIC §981.0031
- Industrial insured documentation (if applicable), per TIC §981.0033

For online system entry, verify and input the following:

- Confirm data above is correct (online entries match insurance documents)
- Enter policy issue date, if one is provided, in addition to effective date
- 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)

For Policy Audits, in addition to the above, verify and provide the following:

- Show “Total Gross” amount (premium + policy fee(s) + tax + stamping fee)

* Handwritten changes to policy documents are not acceptable

**Please provide requested information in a timely manner to prevent interruption of your access to SLTX’s online system**