

LATE FILING 101

Surplus lines insurance policies must be filed with SLTX no later than the 60th day after the effective date or the issue date of the policy, whichever is later. Policies that are filed after the 60th day are considered late.

REQUIREMENTS

A "true and correct copy of a surplus lines insurance policy" includes the following:

- a declarations page;
- a listing of all participating insurers on the policy;
- all coverage parts and schedules, including limits;
- extended coverage exclusions;
- all premium-bearing documents;
- risk ZIP code location; and
- any other parts as may be required by the stamping office to review and record the policy.

Reference: [28 TAC 15.106](#)

TDI ENFORCEMENT

The following brokers not meeting filing deadlines may also be subject to enforcement by TDI:

- Brokers filing surplus lines policies on or after the 365th date after the policy effective or issue date
- Brokers filing surplus lines policies after the 180th but before the 365th day after the policy effective or issue date, and have filed more than 2 percent of policies late in the previous calendar year
- Brokers who fail to pay fees assessed on late policies within 30 days

TDI will provide notice to each broker of any fee assessed **no later than June 15 of each year**, and brokers must pay the fee assessed **by the 30th day after the date of notice**.

ANNUAL DATA REFRESH

No later than April 1 of each year, SLTX must submit an Annual Late Filers Report to TDI, which details every late policy filed in the previous year. [Texas Insurance Code Sec. 981.105](#) lists fees that may be assessed against a broker who files a surplus lines policy after the filing deadline. Furthermore, reports will be delivered to brokers and include any assessed fees.

BEST PRACTICES TO AVOID LATE FILING

View infographic [here](#).



Label the Issue Date

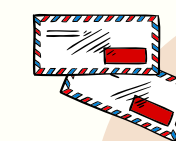
Replace your Binders



Double Check Policy Checklist



Respond to Errors

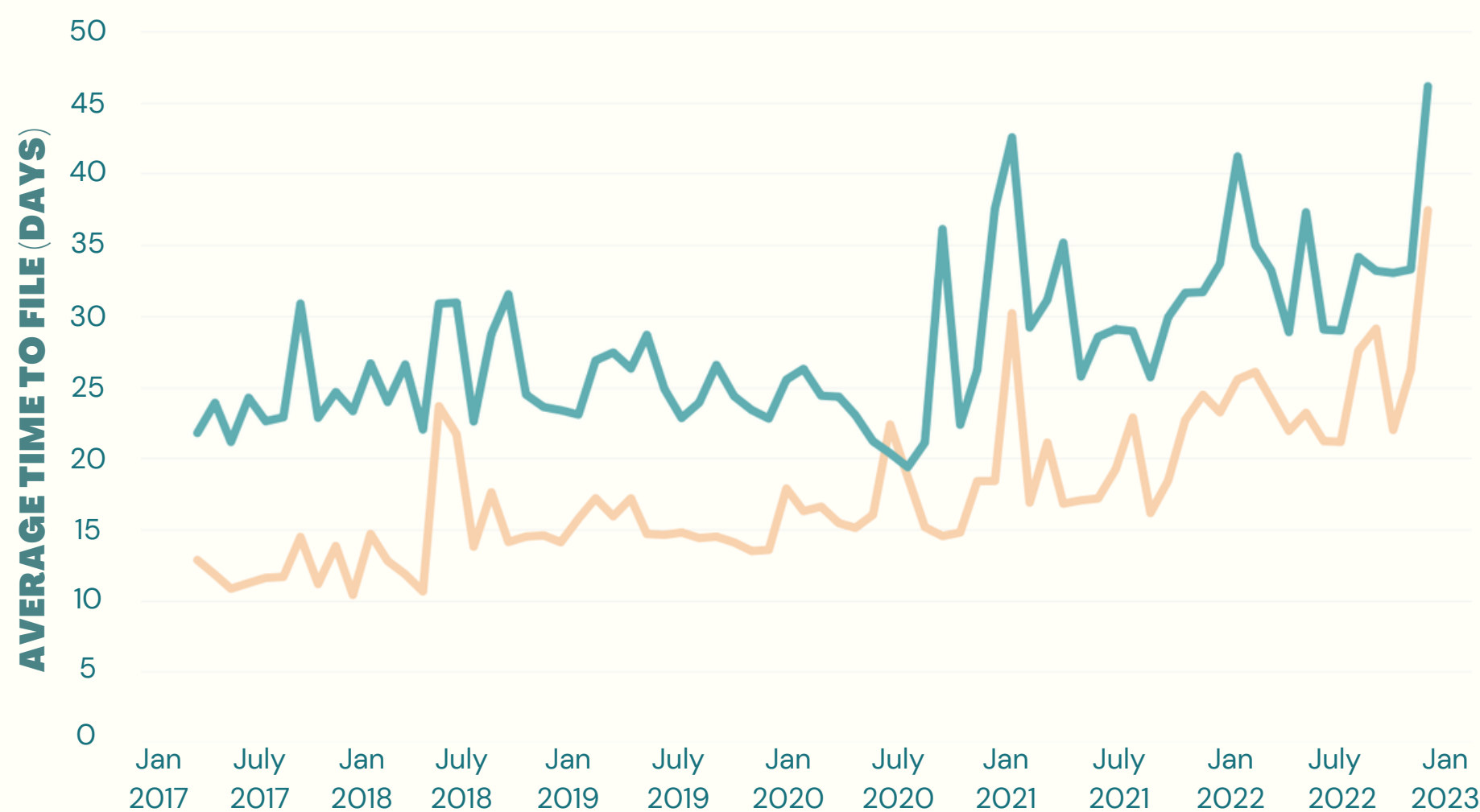


Mail in Policies

*If needed/required

AVERAGE TIME TO FILE FROM INCEPTION BY TRANSACTION TYPE

Renewal — New —



2021 POLICIES - COUNT OF FILINGS BY TIME TO FILE

*An additional 2,387 policies were filed greater than 500 days from inception. For visual reasons, this is not depicted in the chart.

