



Policy Audit Checklist

TIC = Texas Insurance Code

TAC = Texas Administrative Code

TDI = Texas Department of Insurance

Each insurance contract (policy, binder, cover note, renewal certificate, premium bearing document, etc.) must include the following per [28 TAC §15.23](#):

- ☐ 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 §15.15](#)
- ☐ 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\(c\)\(3\)](#), [TIC §225.001\(5\)](#), and [28 TAC §15.21\(b\)\(2\)](#))
- ☐ 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](#)

For online system entry, verify and input the following:

- ☐ Confirm data above is correct (online entries matches 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 §15.23\(c\)\(2\)](#); [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 §15.23\(c\)\(3\)](#)

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****