

TEXAS DEPARTMENT OF INSURANCE
Premium Finance Licensing Unit - Mail Code 107-5A

SCHEDULE B

FILINGS REQUIRED FOR PREMIUM FINANCE APPLICATION FOR RELOCATION

THE FOLLOWING DOCUMENTS ARE SUBMITTED AS REQUIRED
(INDICATE BY CIRCLING LETTER)

A 30 day notice of intent to relocate must be mailed to the Texas Department of Insurance with the following:

- A. Supplemental application for an insurance premium finance company license **(Form PF1A)**.
- B. List of Principals **(Form PF2)**.
- C. Appointment of Statutory Agent and Consent to Service **(Form PF6)**.
- D. Current premium finance company license.
- E. \$20.00 processing fee.
- F. Current Franchise Tax Certificate of Good Standing or letter of exemption issued by the Texas Comptroller of Public Accounts. **(corporations only)**
- G. Copy of printed letter to be sent to the insureds in accordance with Article 24.04 of the Texas Insurance Code and 28 TAC §25.107. Please be reminded that the notice letter must be mailed at least 15 days prior to the date of relocation and must include the following information:

Name of your premium finance company
Both the old and new addresses
Telephone number at the new location
Date the relocation is effective
Mail address