

INSTRUCTIONS FOR FILING THE THIRD PARTY ADMINISTRATORS ANNUAL REPORT

These instructions are provided to assist you in completing and filing the TPA Annual Report and to address many of the common questions. On or before March 1, all TPAs licensed in Texas as of December 31st are required to file an annual report (Chapter 4151.206 Texas Insurance Code). **THERE IS NO STATUTORY PROVISION FOR AN EXTENSION OF THIS DEADLINE.** All forms are available from our website at www.tdi.state.tx.us/forms/form11.html#formstpa. The TPA annual report is the submission of LHL080 (TPA FORM 2A) for third party administrators or LHL084 (TPA FORM 6A) for Insurance Companies/HMO's registered as TPAs. Although we request a copy of your financial report, we also require the TPA Form 2A or 6A and Exhibits A-D LHL088. If you are not doing business in Texas, but still licensed as of the end of the year, you are required to file an annual report indicating -0- plans and -0- Texas participants. The same requirement applies to your maintenance tax. Even if you did not do business in Texas, you are still required to file a zero return with the Texas Comptroller. If you need to cancel this license, please return it with a request for cancellation.

TPAs FILING LHL080:

- Complete Exhibits A-D LHL088. Download the forms from www.tdi.state.tx.us/forms/lhllicensing/lhl088tpaexhibt.xls complete and email them to TPA@tdi.state.tx.us or print and mail with the annual report. **Please total the applicable columns.** If you are not able to compile the information for Exhibit LHL088 by the March 1st deadline – please submit the Annual Report LHL080 (TPA Form 2A) without it and let us know when you will have the information available.
- Transfer the total number of plans and lives identified in the Exhibits to Section 7 of LHL080.
- Date and sign form.
- Report any changes in contact information on the back.
- Submit any changes to your organizational documents.
- Complete an Officers and Directors Page – FIN306.
- Provide a copy of your current financial statement. If this report is not available by the filing deadline – submit the Annual Report LHL080 (TPA Form 2A) without it and let us know when the financials will be available.
- Provide a photo COPY of the completed maintenance tax form filed with Texas Comptroller's Office. www.window.state.tx.us/taxinfo/taxforms/25-102.pdf
This submission has a \$100.00 filing fee.

INSURERS/HMO's FILING LHL084:

- Complete Exhibits A-D LHL088. Download these forms from www.tdi.state.tx.us/forms/lhllicensing/lhl088tpaexhibt.xls, complete and email them to TPA@tdi.state.tx.us or print and mail with the annual report. **Please total the applicable columns.** If you are not able to compile the information for Exhibit LHL088 by the March 1st deadline – please submit the Annual Report LHL080 (TPA Form 2A) without it and let us know when you will have the information available.
- Transfer the total number of plans and lives identified in the Exhibits to Section 3 of LHL084.
- Date and sign form.
- Report any changes in contact information on the back.
- Provide updates to the narrative on file with TDI.
- Provide a photo COPY of the completed maintenance tax form filed with Texas Comptroller's Office www.window.state.tx.us/taxinfo/taxforms/25-102.pdf.
This submission has a \$100.00 filing fee.

Any questions regarding these instructions may be directed to Elaine Cabrera or Robert Kuempel at (512)322-3412. Please return your annual report to:

**TEXAS DEPARTMENT OF INSURANCE
TPA Section/MC 107- TPA-PF
P. O. Box 149104, Austin, Texas 78714-9104**

**OVERNIGHT MAIL: TEXAS DEPARTMENT OF INSURANCE
TPA Section/MC 107- TPA-PF
333 Guadalupe Street, Austin, TX 78701**

Annual Report FAQ's

CAN WE GET AN EXTENSION ON THE MARCH 1ST DEADLINE?

Texas Insurance Code Chapter 4151.206 and Texas Administrative Code, 7.1612 (b) requires licensed TPAs to file an annual report on or before March 1st of each year. The postmark is used to determine the date "filed" on reports received after March 1st. There are no provisions for extensions. Please mail in your annual report with as much information as you have available along with the \$100.00 and let us know when to expect the missing information.

WHAT IS THE STREET ADDRESS TO OVERNIGHT MY REPORT?

**TEXAS DEPARTMENT OF INSURANCE
TPA Section/MC 107- TPA-PF
333 Guadalupe Street
Austin, TX 78701**

WHERE CAN I GET THE MAINTENANCE TAX FORMS REFERRED TO ON THE LHL080 ANNUAL REPORT FORM?

The forms can be downloaded from www.window.state.tx.us/taxinfo/taxforms/25-102.pdf.

WHICH OFFICERS NEED TO COMPLETE BIOGRAPHICAL AFFIDAVITS?

Submit biographical affidavits on the President, Secretary, Treasurer, Chief Financial Officer, Chairman of the Board and all Directors (as listed on the Officers & Directors Page) for corporations. It is not necessary to submit a biographical affidavit on Vice Presidents unless they also serve as one of the other key officers or as a director.

WE HAVE NO PLANS IN TEXAS BUT HAVE TEXAS RESIDENTS IN SOME OF OUR PLANS SITUED IN ANOTHER STATE. DO WE NEED THE TPA LICENSE TO PAY CLAIMS OR COLLECT PREMIUMS?

The Texas TPA statute requires the license if you pay claims or collect premiums for Texas residents regardless of where the plan is situated.

WE HAVE HAD THIS LICENSE FOR SOME TIME BUT CURRENTLY HAVE NO ACCOUNTS IN TEXAS. DO WE STILL NEED TO FILE THE ANNUAL REPORT?

YES. All licensed TPAs are required to file a report and maintain current information on file with the Department, including ownership, officers & directors, corporate name changes, bylaw changes as well as current contact person and address.

WE ARE ADMINISTERING 100'S OR 1000'S OF INDIVIDUAL POLICIES ON BEHALF OF SEVERAL INSURANCE COMPANIES. DO I NEED TO LIST EACH OF THOSE ON EXHIBIT A?

NO, please list the carriers and show "various" for policy no. and effective date.

EXHIBIT A LHL088 HAS A COLUMN (K) FOR "TOTAL NO. CLAIMS PAID - LAST 12 MO" – DO YOU WANT DOLLAR AMOUNTS?

NO, we want the total number of claims paid and that number should include those claims that were adjudicated but no check was issued.