

FLAHIVE, OGDEN & LATSON

ADVISORY NO. 26

TOPIC: Filing Notice of Coverage - TWCC 20 Filings

Effective September 1, 1991, all workers' compensation subscriber notices must be submitted to the Texas Department of Insurance. The Texas Department of Insurance will not accept electronic transfer of subscriber notices and must be submitted in one of two ways (hand delivery or certified mail).

We will continue to make hand delivery filings for you on all of your notices of coverage and return a stamped copy for your records. However, we must ask that you mail us three (3) copies with each set stapled together so that we can file the original, send a copy back to you, and retain a copy in our office. We have not been retaining a copy in our office, but we think this is a necessary change in the procedure because the Texas Department of Insurance will not be filing by employer name until January 1, 1992. The only way anyone can access coverage will be through date of filing until their system is in better order. Please transmit this change in procedure to underwriting. As you know, we perform this service without individual change to underwriting.

One final important insight from talking to the Texas Department of Insurance is that the Department will insist that all the forms be complete in every detail or each filing will simply be returned to us. None of us can afford to have to do everything twice, so please make sure that the forms are all complete before you send them in for filing.

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September 4, 1991