

TITLE AGENT COMPLIANCE CHECKLIST AND REPORTING CALENDAR

For Rules/Laws Affecting a Texas Title Agent's Business

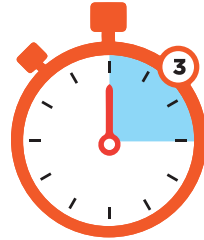


CHECKLIST



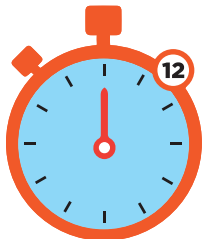
MONTHLY

- Reconciliation of operations bank accounts, including operating, underwriting and reserve
- Reconciliation of escrow accounts
- Review by management of all bank reconciliations
- Review escrow officers' contact information - notify TDI of changes (e.g., change of address, name change)
Note: TDI uses personal rather than company emails to provide licensing notices
- Sales tax reporting (monthly filers)
- Paying of key vendors/bills:
 - Rent
 - Utilities
 - Underwriters
 - Payroll taxes



QUARTERLY

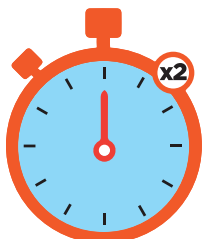
- Gather for accountant or complete payroll reporting to state and federal agencies, including TDI payroll reporting
- Solvency account deposit, if required
- Review 1099-S reporting
- Sales tax reporting (quarterly filers)
- Payroll reporting 941 - due within one month
- Texas Workforce Commission quarterly reporting
- GARC/Guaranty filings, if applicable



ANNUALLY

- **TEXAS DEPARTMENT OF INSURANCE - FILINGS/COMPLIANCE**
 - Escrow/Trust account audit - within 90 days of FYE
 - Experience reporting
 - Minimum capitalization requirements
 - Review wind-down plan and update as needed
 - Review escrow officers' continuing education
 - State license bond review, if not at maximum requirement
- **FEDERAL**
 - Income tax returns for entity
 - W2 to employees - due Jan. 31
 - Social Security annual W2 reporting - due Feb. 28
 - Payroll reporting 940 filings to IRS - due Jan. 31
 - 1099 reporting to IRS (Misc, Interest, S-Real Estate and other) - due to recipient in January, IRS copy in February
 - Forms 720 and 5500 for employee benefit plans - if applicable

- **STATE - OTHER**
 - Sales tax reporting (yearly filers) due Jan. 20
 - CPA and attorney license renewal
 - State unclaimed property report - due July 1
 - Texas Workers' Compensation DWC Form-005, if applicable
- **OTHER REVIEW AND/OR FILINGS**
 - Property tax rendition with residing county
 - Review employee benefits plans; file 5500 if applicable



BIENNIALLY

- License renewal with TDI
- Review leases and hazard insurance on real and personal property
- Review health insurance plans for ACA compliance

AS REQUIRED

- Form 8300 reporting cash payments over \$10,000
- Form 8288 Foreign Investment in Real Property Tax Act of 1980 (FIRPTA)
- Notify TDI of appointment cancellations on or before the escrow officer's last day of employment and secure rider to bond.

REPORTING CALENDAR

▶ JANUARY

- Payroll reporting to employee
 - W2s
- Payroll reporting to federal and state
 - 940
 - 941
 - TWC
- 1099 Misc and other reporting to contract laborers/attorneys
- 1099-S to customers, if not given at closing table
- Sales tax reporting (all filers) – due Jan. 20
- Report to underwriters of November closings with \$
- Deposit into solvency account, if required – due Feb. 1
- File GARC/Guaranty Fee Remittance Form with TTIGA – due Feb. 1
- Local property tax renditions
- Federal reporting of W2 and W3 to Social Security Administration
- Federal reporting of 1099 Misc, Box 7

▶ FEBRUARY

- Federal reporting of 1099 Misc and 1099-S issuance, except 1099 Misc Box
- Sales tax reporting (monthly filers) – due Feb. 20
- Report to underwriters of December closings with \$
- TDI Form T-S5 quarterly withholding tax report for the fourth quarter

▶ MARCH

- Sales tax reporting (monthly filers) – due March 20
- Report to underwriters of January closings with \$
- Federal tax returns for corporations and partnerships due or file extensions

▶ APRIL

- Payroll reporting to federal and state
 - 940 (payment only, if any)
 - 941 (forms only – if payments made timely)
 - TWC (forms and payment)
- Sales tax reporting (monthly and quarterly filers) – due April 20
- Report to underwriters of February closings with \$
- Deposit into solvency account, if required – due May 1
- File GARC/Guaranty Fee Remittance Form with TTIGA – due May 1
- Texas Workers' Compensation insurance DWC Form-005, if applicable

▶ MAY

- Sales tax reporting (monthly filers)
- Report to underwriters of March closings with \$
- TDI Form T-S5 quarterly withholding tax report for first quarter
- Annual TDI Experience Reporting – see annual bulletin from commissioner
- Review surety bond amount

▶ JUNE

- Sales tax reporting (monthly filers)
- Report to underwriters of April closings with \$
- Mid-year extensive review of uncleared bank items on all operating accounts

▶ JULY

- Payroll reporting to federal and state
 - 940 (payment only, if any)
 - 941 (forms only – if payments made timely)
 - TWC (forms and payment)
- Sales tax reporting (monthly and quarterly filers)
- Report to underwriters of May closings with \$
- Deposit into solvency account, if required – due Aug. 1
- File GARC/Guaranty Fee Remittance Form with TTIGA – due Aug. 1
- Form 720 medical insurance plans through 2018 – if applicable
- Form 5500 employee benefit plans – if applicable

▶ AUGUST

- Sales tax reporting (monthly filers)
- Report to underwriters of June closings with \$
- TDI Form T-S5 quarterly withholding tax report for second quarter

▶ SEPTEMBER

- Sales tax reporting (monthly filers)
- Report to underwriters of July closings with \$
- Minimum capitalization T-S1 form with TDI – due Sept. 30

▶ OCTOBER

- Payroll reporting to federal and state
 - 940 (payment only)
 - 941 (forms only – if payments made timely)
 - TWC (forms and payment)
- Sales tax reporting (monthly and quarterly filers) – due Oct. 20
- Report to underwriters of August closings with \$
- Deposit into solvency account, if required – due Nov. 1
- File GARC/Guaranty Fee Remittance Form with TTIGA – due Nov. 1

▶ NOVEMBER

- Sales tax reporting (monthly filers) – due Nov. 20
- Report to underwriters of September closings with \$
- TDI Form T-S5 quarterly withholding tax report – due Nov. 15

▶ DECEMBER

- Sales tax reporting (monthly filers) – due Dec. 20
- Report to underwriters of October closings with \$
- Extensive review of uncleared bank items on all operating accounts

USEFUL WEBSITES

Texas Department of Insurance and
TDI Division of Workers' Compensation
www.tdi.texas.gov

Texas Unclaimed Property
www.comptroller.texas.gov/programs/claim-it

Texas State Sales Tax Division
www.comptroller.texas.gov/taxes/sales

Texas Workforce Commission
www.twc.state.tx.us

Internal Revenue Service
www.irs.gov