



General Information for Annual Title Insurance Filing Process

Pursuant to OAC 3901-7-01, every Individual licensed Agent AND every licensed Agency (business entity) in Ohio is required to submit an annual Title Insurance Escrow Account filing which consists of the four items listed below. If you need to submit a filing for both your *agent* license and your *agency* license, then you are required to submit two separate filings. In other words, you must submit the four items below (as applicable) for each filing.

ITEM #1: Independent Review OR Title Agent Annual Review Claim of Exemption Form (INS 3283)
Submit either 1 or 2 below (not both – just the one that applies to your situation)

1 - Agents that handle the funds of clients or third parties must submit an independent review of all escrow accounts (prepared by a CPA).

2 - A Title Agent Review Claim of Exemption Form needs to be completed in the following situations:

- a. Agents that do not handle escrow account funds related to Ohio transactions or
- b. Agents who average five Ohio transactions or less per month and had your escrow accounts reviewed during the twelfth month period by one or more of the title insurance companies that they are appointed with

ITEM #2: Form A – Depository Account Information Form (INS 3284)

[Requires a separate page #2 for each depository account that was open at any time during the review period]

ITEM #3: Form B – Insurance Information Form (INS 3285)

[copies of your Errors & Omissions policy declaration page and your title agent Surety Bond (if applicable) must be attached to form B]

IMPORTANT NOTE: If you are covered under your employer's E & O policy, please provide a copy of that policy's declaration page. If you are not covered under an E & O policy, please provide an explanation on Form C.

ITEM #4: Form C – Agent Explanations Form (INS 3286)

[this is only needed if any issue(s) necessitates an explanation]

The Annual filing reflective of activities from September 1, 2009 thru August 31, 2010 is due to the Ohio Department of Insurance on January 15, 2011. Hard copy filings can be mailed to:

*The Ohio Department of Insurance
Attn: Annual Title Insurance Filing
Enforcement Division
50 West Town Street
Suite 300
Columbus, OH 43215-4186*

If preferred, instead of mailing a hard copy, electronic submissions are also accepted. Please convert the entire filing package to one .pdf document and e-mail it to ODI.Enforcement@insurance.ohio.gov. Please type "Annual Title Insurance Filing" in the subject line. Please do not mail AND e-mail your filing as this creates extra work for the department.