



## UNDERWRITING BULLETIN

To: WFG Employees and Ohio Agents  
From: WFG Underwriting Department  
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Name: A Message from the Ohio Department of Insurance

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### Instructions For Filing The 2011 Annual Review Of Title Insurance Agent Escrow Accounts Filing Deadline – January 15, 2012

According to Ohio Revised Code 3953.33, every title insurance agent and agency that handles escrow, settlement, closing or security deposit accounts must have an independent annual review made of its accounts each year, unless the individual or entity qualifies for an exemption. Ohio Administrative Code 3901-7-01 goes on to outline specific information which must be filed with the Department by all licensed title agents and agencies on an annual basis.

In order to streamline the annual title review filing process, the Department of Insurance created the 2011 Annual Title Agent / Agency Review Form ([INS3283](#)). This form replaces the forms previously known as Appendix/Form A, Appendix Form B and Appendix/Form C, and can be downloaded from the Department's website:

<http://www.insurance.ohio.gov/forms/documents/INS3283.pdf>

***\*The INS3283 form must be submitted by all title agents and agencies, even if a title agent or agency qualifies for an exemption. Further, if an individual holds both an individual and business entity license, two (2) separate filings are required.***

When completing the [INS3283](#) form, it will be necessary for sections 1, 2, 3 & 4 to be completed in their entirety. Section 4, entitled "Determination Of Filing Status," will assist agents and agencies in determining if they qualify for an exemption to the independent annual review requirement. Section 5 is to be completed by all agents and agencies who have independent annual review findings or by those who need to provide additional information regarding their filing.

2011 annual review filings should either be e-mailed to [Title.Filing@insurance.ohio.gov](mailto:Title.Filing@insurance.ohio.gov) ,or mailed to the address noted below, by January 15, 2012:

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

Filings can also be dropped off to the Department, in person, Monday through Friday, between the hours of 8:00 AM and 5:00 PM.

All filings mailed or dropped off to the Department should be unbound, unstapled, and unfastened, and printed on single sheets of 8 ½ x 11 paper.

As the annual filing requirement is mandated by law, it will be necessary for the Department to pursue administrative action against agents and agency's who fail to file the [INS3283](#) as required.

For more information regarding annual reviews of title agent escrow accounts, please visit <http://insurancestage/Agent/Pages/TitleAgentRuleAmended.aspx> .

Specific questions regarding the 2011 Annual Title Filing process may be directed to the Department's Enforcement Division at (614) 644-2560 or [ODI.Enforcement@insurance.ohio.gov](mailto:ODI.Enforcement@insurance.ohio.gov).

NOTE: This Bulletin is intended for use by title issuing offices, title insurance agents and approved attorneys of WFG National Title Insurance Company and any reliance by any other person or entity is unauthorized. This bulletin is intended solely for the purpose of underwriting policies of WFG National Title Insurance Company.