

SURPLUS LINES INSURANCE FILING PROCEDURES

IMPORTANT: Do NOT file/pay in OPTins unless you have direct permission from the Department. All filings and payments should be made through SLIP.

Filing Surplus Lines Policies and Endorsement Transactions: All surplus lines insurance policies are REQUIRED to be filed electronically through the SLAS Clearinghouse’s Surplus Lines Information Portal (SLIP) at www.slasclearinghouse.com. Please review the Reporting Entity Manual by selecting Documents under the FILING RESOURCES dropdown at the top of the webpage. The Reporting Entity Manual contains instructions for set-up, the filing process and the information needed to make electronic payments.

- New and renewal policies are due and should be filed within thirty (30) day of the policy effective date. Endorsement transactions are due as they become available for filing.
- On a quarterly basis, the surplus lines agent is required to electronically submit an affidavit (attestation) through SLIP. The affidavit should only be submitted by the surplus lines licensed agent. Only one (1) affidavit per agent is required and will cover all policies filed through SLIP during the quarter.

The quarterly affidavit due dates are as follows:

Affidavit Due Date	Policies Submitted During
May 15 th	Quarter 1 - (January 1 – March 31)
August 15 th	Quarter 2 - (April 1 – June 30)
November 15 th	Quarter 3 - (July 1 – September 30)
February 15 th	Quarter 4 - (October 1 – December 31)

Surplus Lines Premium Tax Payments: Policies filed in SLIP are invoiced at the end of each quarter. The agent will receive an invoice for the surplus lines premiums taxes due and an invoice for the SLAS Clearinghouse transactions fee.

- Pay taxes and fees electronically via ACH in SLIP
- Tax Rate: 5% of gross premium
- Transaction Fee: 0.175% of gross premium

The schedule for the SURPLUS LINES TAX INVOICING and the CLEARINGHOUSE TRANSACTION FEE INVOICEING is as follows:

<i>Filings Received During</i>	<i>Invoices Issued</i>	<i>Payment Due Date</i>
January 1 – March 31	April	May 15 th
April 1 – June 30	July	August 15 th
July 1 – September 30	October	November 15 th
October 1 – December 31	January	February 15 th

Policies Effective Prior to 10/1/2016:

If you need to report transactions and/or pay taxes on policies effective prior to 10/1/2016, please send an email to Surplus.Lines@tn.gov with details about the filing and someone will repond with the appropriate filing procedure.

Questions?

State Specific Surplus Lines Questions: Please email Surplus.Lines@tn.gov or call (615)741-1670

SLAS Clearinghouse SLIP (system) Questions: Please email info@slasclearinghouse.com or call (877)267-9855