



Nevada Surplus Lines Association

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September 26, 2014

NSLA BULLETIN 2014-02

FILING AND PAYMENT TIPS

- ❖ When you are making a filing, please note that you should be selecting a category and class code based on the type of coverage of the policy, not the business itself. The reason we need to have the class codes correct is that we sometimes have to provide information to the Division of Insurance to assist them in monitoring the markets.
- ❖ When entering a policy into SLIP, under the Broker field, you should always be selecting an individual rather than the agency name. If no individual name appears in the drop down, you need to call our office. The system has effective dates for each individual and we have no way of knowing if an individual has renewed his or her license until you contact us. If you have any new licensees that do not appear in the drop-down, please arrange to send a copy of their license to us so we can add them to our database.
- ❖ Please note that you do **not** need to attach the Declination Detail or Due Diligence forms to your submissions.
- ❖ Remember that endorsements extending a policy term must be filed as renewals.
- ❖ Please note that when you make corrections to a filing that was sent back to you for an error; the error message will **not** go away until after the filing is registered.
- ❖ When entering your premium and taxable fees into SLIP, please remember that taxable fees do **NOT** include the tax and filing fee. Taxable fees include policy fees, MGA fees, carrier fees, broker fees, inspection fees, ACCA dues (if required to procure coverage). Terrorism coverage is considered premium, not a taxable fee.
- ❖ Please remember that even though we will accept filings with a binder, we prefer you not make a filing with a binder until 60 days from the effective date of the coverage. We allow you 90 "**calendar**" days to file from the effective date of coverage before imposing a \$50.00 penalty.

- ❖ If you are entering filings into SLIP using someone else's login information, please contact your office SLIP Administrator and ask them to set you up as a user with your own login credentials. By each user having their own login, both your office and our office can monitor the individuals entering the information. Those in need of some training can be identified and brokers can monitor who to contact if they have any questions.

If the login information is for an administrator who no longer works for your company, please call our office so we can update our records to a new Administrator.

- ❖ When you receive notification that your quarterly invoices and tax statements have been generated and you go to the Statement tab in SLIP, please be sure to check **all three** categories to see if you have any open invoices. There are invoices for Filings, Late Penalties and Quarterly Taxes. When paying your invoices, please follow the payment instructions provided on the invoices. **Taxes have a specific due date. Filing fees and late payments are due 30 days from the date of the invoice.**
- ❖ When making payments, please note that you can include all payments in the same envelope to save money and to eliminate the possibility of one of the payments getting lost in the mail. We do still recommend that you mail all payments with some proof of mailing to avoid late penalties being incurred.
- ❖ Nevada does not require any reports for zero business during any given quarter.
- ❖ We also suggest you not wait until the last minute to send your payments, especially for taxes. The statute is clear: to avoid having a \$500.00 penalty imposed, your tax payment must be in our office on or before the due date. Postmarks do not matter. You also need to certify your tax statement in SLIP prior to the due date. Please refer to NRS685A.175 for procedures on filing and paying quarterly taxes.
- ❖ Before filing a cancellation, please be sure that you don't expect there to be any additional endorsements to the policy that should be filed first. Once a cancellation is filed, you can't make additional filings to that policy. Cancellation, additional premium and return premium endorsements are not subject to the \$50.00 late filing penalty (the 90-calendar day rule) does not apply. One exception: an endorsement that is extending the policy term should be filed as a renewal and is subject to the \$50.00 late filing penalty.
- ❖ There is a comprehensive help system in SLIP and FAQs to assist you with your filings or if you prefer you can call our office for assistance or questions at any time.
- ❖ When you login into SLIP and see that there are questioned items, please be aware that if they are not corrected and resubmitted, the system will lock you out after 30 days. If the questioned submission was submitted by someone other than you, contact your SLIP administrator to arrange for someone to handle the matter if you are unable to do so yourself.