

# TIPS TO ASSIST IN RECONCILING A VARIANCE

## **AGENTS / AGENCIES / INSUREDS**

Variance policies occur when submissions from an insurer cannot be matched to a policy filed by the Agent, Agency or Insured. The Variance team at FLSO may request documentation to assist in reconciling these mismatched policies. The specific documentation requested can differ from an Agent, Agency or Insured.

### **What the FLSO is looking for:**

1. **Agents**: Provide the Confirmation Number(s) for the policy(ies) in question if they have already been filed with the FLSO.  
*Examples: A01234567890 or Q01234567890*
2. **Agency/IPC (Insured)**: Provide the Invoice Number(s) for the policy(ies) in question if they have already been filed with the FLSO.  
*Example: 2009-12345*
3. **Agents/Agency/IPC (Insured)**: Verify and provide documentation that states the Florida Allocation for the policy(ies) in question.  
*Examples: Provide a stamped Declarations Page with the Florida Allocation  
Provide a Placement Report with the Florida Allocation  
Provide a Spreadsheet of the Total Insurable Values with the Florida Allocation*
4. **Agents/Agency/IPC (Insured)**: Verify and provide documentation that states the Insured is Tax Exempt or a Governmental Entity for the policy(ies) in question.
5. **Agency/IPC (Insured)**: Verify and provide documentation if the Insured is a Risk Retention Group, Risk Purchasing Group, or Reinsurance for the policy(ies) in question.
6. If you have made an oversight on a policy or policies in question, please file them with our office as soon as possible to minimize potential penalties. Once you have made the filing(s), please provide the Variance Staff with either the Confirmation Number(s) or the Invoice Number(s).

### **Variance Staff Contact Information:**

Rachel Hoffman	Variance Specialist II	<a href="mailto:rhoffman@fslso.com">rhoffman@fslso.com</a>	(800) 562-4496 ext. 131
Bobbi Harter	Variance Specialist	<a href="mailto:bharter@fslso.com">bharter@fslso.com</a>	(800) 562-4496 ext. 130
Kara Steele	Variance Specialist	<a href="mailto:ksteele@fslso.com">ksteele@fslso.com</a>	(800) 562-4496 ext. 108