

When you receive a Citizen's Property Insurance Corporation assessment invoice with a credit balance, you have two options: 1) you can let the credit roll forward and offset a future Citizen's invoice, or 2) you can request a refund.

When requesting a refund of the Citizen's Property Insurance Corporation assessment:

1. Make sure you complete the entire form.
  - a. The assessment amount paid field is referring to the amount of refund requested.
  - b. The date assessment paid field is referencing when the original payment was submitted. If you are not sure on the date paid you may leave this field blank and our office will fill it in.
  - c. The request from field – if the agent is not available - you may include your name and date it.
  - d. The surplus lines assessment to be refunded field is the same amount as noted in (a).
2. Make sure you sign and date the document. If the agent is unavailable to sign, an authorized person may sign on his/her behalf.
3. Please mail the **original** signed form to our office:

FSLSO  
1441 Maclay Commerce Drive #200  
Tallahassee, FL 32312

**Once our office verifies your request, please allow 4-6 weeks for Citizen's to process and issue your refund check.**



AUTHORIZATION TO REFUND  
FOR FLORIDA SURPLUS LINES SERVICE OFFICE  
SURPLUS LINES ASSESSMENT

- 1. Remitter Name: \_\_\_\_\_
- 2. Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3. Assessment Type: Regular (6.84%) \_\_\_\_\_ Emergency (1.4%) \_\_\_\_\_
- 4. Assessment Amount Paid: \_\_\_\_\_
- 5. Date Assessment Paid: \_\_\_\_\_
- 6. Reason for Refund: \_\_\_\_\_
- 7. Request From: \_\_\_\_\_ Request Date: \_\_\_\_\_

Surplus Lines Assessment to be refunded: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature Date

\*\*\*\*\*Florida Surplus Lines Service Office Use Only\*\*\*\*\*

I have verified the refund calculations as indicated above:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

**Please mail completed application to:**  
**FLSO**  
**1441 Maclay Commerce Drive**  
**Suite 200**  
**Tallahassee, FL 32312**