

When you receive a Florida Division of Emergency Management (DEM) surcharge invoice with a credit balance, you have two options: 1) you can let the credit roll forward and offset a future DEM invoice, or 2) you can request a refund.

When requesting a refund of the Florida Division of Emergency Management surcharge:

1. Make sure you complete the entire form.
 - a. The surcharge amount paid field is referring to the amount of refund requested.
 - b. The date surcharge 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 surcharge 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 then an authorized person may sign on his/her behalf.
3. Please mail the **original** signed form to:

FSLSO
1441 Maclay Commerce Drive #200
Tallahassee, FL 32312

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



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

- 1. Remitter Name: _____
- FEIN or Social Security
- 2. Number: _____
- 3. Address: _____

- 4. Surcharge Amount Paid: _____
- 5. Date Surcharge Paid: _____
- 6. Reason for Refund: _____
- 7. Request From: _____ Request Date: _____

Surplus Lines Surcharge 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: _____