

The State Board of Administration (SBA), which oversees the Florida Hurricane Catastrophe Fund (FHCF), requires that to be eligible for a refund, the surplus lines agent must no longer be writing surplus lines business or that the agency has gone out of business. Otherwise, the credit balance should roll forward and offset a future FHCF invoice.

When requesting a refund of the Florida Hurricane Catastrophe Fund assessment:

1. Make sure you complete the entire form.
 - a. The emergency assessment amount paid field is referring to the amount of refund requested.
 - b. The date emergency 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 emergency 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 then 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 SBA to process and issue your refund check.



AUTHORIZATION TO REFUND
FOR FLORIDA SURPLUS LINES SERVICE OFFICE
Florida Hurricane Catastrophe Fund Emergency Assessments

- 1. Remitter Name: _____

- FEIN or Social Security
2. Number: _____

- 3. Address: _____

- Emergency Assessment
4. Amount Paid: _____

- Date Emergency
5. Assessment Paid: _____

- 6. Reason for Refund: _____

- 7. Request From: _____ Request Date: _____

Surplus Lines Emergency 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: _____