

When you receive a Florida Surplus Lines Service Office (FSLSO) fee invoice with a credit balance, you have two options:

- 1) you can let the credit roll forward and offset a future fee invoice, or
- 2) you can request a refund.

When requesting a refund of the FSLSO service fee, please fill out the following form in its entirety and remit to our office.

Via mail:

FSLSO  
1441 Maclay Commerce Drive #200  
Tallahassee, FL 32312

Via email: [accounting@fslso.com](mailto:accounting@fslso.com)



# Florida Surplus Lines Service Office Refund Application

Remit to Agency Name: \_\_\_\_\_

Remit to Address: \_\_\_\_\_

\_\_\_\_\_

Agent Name: \_\_\_\_\_

Amount of Fee Refund requested: \_\_\_\_\_

Reason for Refund: \_\_\_\_\_

Request From: \_\_\_\_\_

Date of Request: \_\_\_\_\_

\*\*\*\*\*FSLSO USE ONLY\*\*\*\*\*

Date Refund Documentation Received: \_\_\_\_\_

Does AR balance meet or exceed refund amount requested?      Yes \_\_\_\_\_      No \_\_\_\_\_

Refund Verified by: \_\_\_\_\_      Date: \_\_\_\_\_

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