



Accounting Guide

Invoices are generated quarterly and are delivered to your SLIP Inbox, along with the corresponding billing report. The billing report contains the transactions included in the quarterly invoice. An email notification is sent to all SLIP users when invoices and billing reports are available in your SLIP Inbox.

Invoices are sent quarterly on the following schedule:

FILINGS RECEIVED DURING

January 1 - March 31

Invoices Issued: April
Payments Due: May 15

April 1 - June 30

Invoices Issued: July
Payments Due: August 14

July 1 - September 30

Invoices Issued: October
Payments Due: November 14

October 1 - December 31

Invoices Issued: January
Payments Due: February 14

Check Payments

All payments for fees, taxes, assessments, and surcharges must be issued with separate checks and not combined into one check.

Checks should be made payable to the corresponding entity as shown on the invoice.

Combined payments will be returned.

Payment Remittance Addresses

Florida Surplus Lines Service Office Inc
P.O. Box 532301
Atlanta, GA 30353-2301

Overnight Address:
BMO Lockbox #532301
100 Southcrest Drive
Stockbridge, GA 30281

Billing Discrepancies

Any billing discrepancies should be addressed with our Accounting Department prior to the invoice due date to avoid finance charges.

Electronic ACH Payments

Electronic ACH payments can be made through SLIP. Log into SLIP and from the Invoicing tab on the menu, select Pay Invoices. You may need to provide your bank with the following ACH Company ID numbers prior to submitting your payments.

The ACH Company Name: **FLORIDASP**

Company ID numbers are below:

FL01 FSLSO - Florida Surplus Lines Service Office: **1800749868**

FL02 DFS - Florida Department of Financial Services: **1272818119**

FL03 DEM - Florida Division of Emergency Management: **2800749868**

Accounting Questions

Have questions? Contact the FSLSO Accounting Department and we will be happy to help.

800.562.4496, option 4 or
accounting@fslso.com

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