



SELF-APPOINT

After becoming licensed, surplus lines agents must appoint themselves prior to transacting business.

Visit the Florida Department of Financial Services (DFS) web portal, dice.fdfs.com to complete your self-appointment. For assistance, contact DFS at agentlicensing@MyFloridaCFO.com.

Surplus lines self-appointments expire every two years at the end of the agent's birth month. It is the responsibility of the surplus lines agent to ensure the self-appointment is renewed. Transacting surplus lines business without being properly licensed and appointed is prohibited.

Failure to maintain an active appointment could result in suspension of your surplus lines license.

P&C APPOINTMENT

In order to maintain a surplus lines license, the agent must maintain a valid and active property and casualty general lines (2-20 or 9-20) license and appointment.

The appointment of the general lines license cannot be an unaffiliated appointment as defined in F.S. 626.015(20). For assistance, contact DFS at agentlicensing@MyFloridaCFO.com.

QUARTERLY AFFIDAVIT

Per **F.S. 626.931** each surplus lines agent who has transacted business during a calendar quarter shall, on or before the 45th day following the calendar quarter, file with FSLSO an affidavit stating that all surplus lines business transacted during the quarter has been submitted to FSLSO. The affidavit can only be filed electronically via the licensed surplus lines agent's SLIP+ account under the **Compliance** tab.

CATASTROPHE CONTACT INFORMATION

All agents that have placed surplus lines business in Florida within the last 12 months, must complete a Catastrophe Information Form to assist FSLSO and DFS in the event of a catastrophe. This is due annually on or before **May 31**.



TRANSACTION FILINGS

All premium bearing transactions must be filed electronically with FSLSO within 30 days of the effective date of coverage. This includes new business, renewals, and endorsements.

Transaction filings may be made via SLIP+ or Batch.

ELIGIBLE SURPLUS LINES INSURERS

Florida surplus lines business must be placed with insurers that appear on one of the following lists:

- Florida Office of Insurance Regulation's Eligible Surplus Lines Insurer List
- Florida Office of Insurance Regulation's Aviation/Wet Marine Insurer List
- Florida Office of Insurance Regulation's Federally Authorized Insurer List
- NAIC Quarterly Listing of Alien Insurers (IID) List

For more information visit [FSLSO.com](https://www.fslso.com).

MULTISTATE POLICIES

The Non-admitted and Reinsurance Reform Act (NRRRA) of 2010 grants the insured's home state exclusive authority to regulate and tax surplus lines insurance that includes multi-jurisdictional boundaries. The bill included language to standardize the reporting, allocation, and payment of non-admitted insurance premium tax on multistate risks.

The NRRRA's definition of "home state" is the state in which an insured maintains its principal place of business, or in the case of an individual, the individual's principal residence. If 100% of the risk is located outside of the insured's home state, the state with the largest percent of premium becomes the "home state".

When Florida is determined to be the home state, regardless of the location of the risk (except for premium associated with risk outside the United States and its territories), the entire surplus lines premium must be filed with FSLSO.

Multistate risks with an effective date on or after July 1, 2020 will be taxed at 4.94% regardless of where the risk or exposure is located.

Multistate risks with an effective date before July 1, 2020 will be taxed based upon that respective state's (or states') tax rate and percentage of exposure.



DILIGENT EFFORT AND DISCLOSURE

For some risks, a disclosure statement and/or diligent effort form must be completed. The exact coverage determines which form is required. For more information, please refer to the [Diligent Effort/Disclosure Matrix](#).

Please note: commercial wet marine, transportation including motor truck cargo, and commercial aviation risks are exempt from this requirement.

INFORMATION REQUIRED ON POLICY FACE PAGE

Per **F.S. 626.922** and **626.924**, specific information must be included on a surplus lines policy or other evidence of insurance. FSLSO provides a [Sample Face Page](#) containing this required information.

The face page is required for new and renewal policies, but not endorsements or cancellations as long as the necessary financial information (premium, tax, fees, and applicable assessments) is disclosed.

TOOLS & TEMPLATES

FSLSO has many tools to help you stay compliant while conducting surplus lines business in Florida. Most of our helpful tools can be found by visiting [FSLSO.com](#). There you will find:

- [Tax/Fee/Assessment Table](#)
- [Tax Estimator](#)
- [Eligible Surplus Lines Insurers](#)
- [Frequently Asked Questions](#)
- [Required Forms](#)
- [Billing, Payment, & Refunds](#)
- [Diligent Effort/Disclosure Matrix](#)

ASSISTANCE

For assistance, please contact us at 800.562.4496, option 1 or agent.services@fslso.com.