



## INSURER FILING PREPARATION CHECKLIST

[Per section 626.931 \(3\), \(4\), & \(5\), Florida Statutes](#), insurers must report all surplus lines insurance transacted for insurance risks located in the state. The following checklist has been developed to assist in the submission of this required information.

### DOCUMENTATION

- \_\_\_\_\_ Florida is the home state for the policy  
Do not report premium to our office if Florida is not the home state. Premium for non-U.S. territories should be excluded from the premium amount submitted in SLIP.
- \_\_\_\_\_ Only the percentage of the premium my company is responsible for is included in my file  
In cases where the risk is divided between several different carriers, be sure to file the percentage of the premium your company is at risk for, not the entire policy premium.  
*NOTE: If your company is listed as a syndicate on a Lloyd's policy, you do not need to report it. Lloyd's is responsible for submitting their syndicate policies.*
- \_\_\_\_\_ Transaction dates are within the reporting period  
Use transaction effective dates for your submissions, and make sure the transaction dates you submit are within the reporting period.

#### FOREIGN INSURER REPORTING PERIOD

QUARTER	TRANSACTIONS EFFECTIVE	DUE BY
1	January 1 - March 31	June 30
2	April 1 - June 30	September 30
3	July 1 - September 30	December 31
4	October 1 - December 31	March 31 (following year)

#### ALIEN INSURER REPORTING PERIOD

**ANNUAL FILING**      **DUE BY: June 30**



### NO BUSINESS REPORT?

#### Submit a No Business Report

- A No Business Report is required in lieu of quarterly or annual policy information for Florida-eligible surplus lines insurers not doing business in the state and must be submitted through SLIP (Surplus Lines Information Portal).
- Foreign insurers must submit the No Business Report quarterly within 90 days of the end of the quarter. Alien insurers need to file annually, by June 30, for the previous calendar year.

### FILING THROUGH BATCH?

FSLSO offers Batch filing of transaction data using one of several eXtensible Markup Language (XML) or comma-separated value (CSV) formats. Documentation for the Batch filing method is available in SLIP.

#### Files were validated against the current schema before submission

You must validate your file against the schema before submission, which can be done on [FreeForMatter.com](https://FreeForMatter.com) or [XML Notepad](#). Visit [Schema Validation page](#) for instructions.

#### The agents and agencies in my file match FSLSO's lists

Check the Active Agents and Active Agencies lists on [FSLSO.com](https://FSLSO.com) to ensure your XML Batch file doesn't get rejected.

*NOTE: The surplus lines agent license number should be the first selection type. The IPC selection should only be used when coverage has been procured by an individual or organization that has not used an insurance agent*

#### There are no duplicate transactions in my file

Duplicate transactions and previously filed transactions will cause the Batch file to be rejected.

### BATCH TROUBLESHOOTING

If the Batch filed is rejected, you will receive an email with a CSV file showing the reason for the rejection and the reference ID number for the invalid item. Make any necessary edits and resubmit the XML file.

### QUESTIONS?

Contact Insurer Services at 800.562.4496 option 2 or email [insurer.services@fslso.com](mailto:insurer.services@fslso.com).

