



FLORIDA SURPLUS LINES SERVICE OFFICE

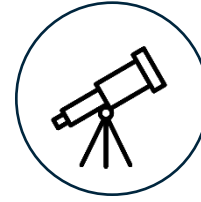
Surplus Lines Reporting 101: Accurate. Timely. Compliant.

June 5, 2025

Phillip Hardin
Insurance Analyst



About FSLSO



Vision

To lead and serve through innovative solutions.



Mission

Promote a reputable and modern insurance marketplace.



Company Values

Integrity: We act with honesty and fairness in all that we do.

Reliability: We are dependable and consistent in our service.

Maximize: We strive for continuous improvement and optimization.

Excellence: We deliver the highest quality solutions for our clients.



Chief Purposes

Protect consumers

Monitor marketplace compliance

Protect state revenue

Governing Statutes

F.S. 626.921

- Protect Consumers
- Protect Revenues of the State
- Facilitate and Encourage Compliance
- Maintain an Agent's Manual



F.S. 626.913 - 626.937

- Eligibility to Export
- Eligible Surplus Lines Insurers
- Notice of Cancellation and Nonrenewal



FLORIDA STATUTE OVERVIEW

- Overview and Explanation of Statutes
- Filing Deadlines
- Non-Compliance Implications



Florida Statutes

F.S. 626.931(3)

Each foreign insurer accepting premiums shall, on or before the end of the month following each calendar quarter, file with the Florida Surplus Lines Service Office a verified report of all surplus lines insurance transacted by such insurer for insurance risks located in this state during such calendar quarter.

F.S. 626.931(4)

Each alien insurer accepting premiums shall, on or before June 30 of each year, file with the Florida Surplus Lines Service Office a verified report of all surplus lines insurance transacted by such insurer for insurance risks located in this state during the preceding calendar year.

Filing Deadlines

Foreign Insurers | Filing Criteria and Due Dates

Reporting Quarter	Reporting Due Date	Transactions Effective
1 st Quarter	June 30	January 1 to March 31
2 nd Quarter	September 30	April 1 to June 30
3 rd Quarter	December 31	July 1 to September 30
4 th Quarter	March 31 of the following year	October 1 to December 31
Catastrophe Contact Information	May 31	N/A

Alien Insurers | Filing Criteria and Due Dates

Reporting Quarter	Reporting Due Date	Transactions Effective
Annual Filing	June 30	January 1 to December 31
Standard IID Report	July 31	N/A
Catastrophe Contact Information	May 31	N/A

Non-Compliance Implications

Failure to comply with the filing requirements of Section 626.931 (3), (4) Florida Statute, could result in regulatory action by the Florida Office of Insurance Regulation (OIR).

626.9361 Failure to file report; administrative penalty –

Any eligible surplus lines insurer who fails to file a report in the form and within the time required or provided for in the Surplus Lines Law may be fined up to \$500 per day for each day such failure continues, beginning the day after the report was due, until the date the report is received. Failure to file a report may also result in withdrawal of eligibility as a surplus lines insurer in this state. All sums collected by the department under this section shall be deposited into the Insurance Regulatory Trust Fund.



REPORTING REQUIREMENTS

- Premium Report Data Requirements
- No Business Reporting
- Catastrophe Contact Information



Premium Report Data Requirements

Documentation

Premium report data requirements include specific policy information underwritten by the insurer, such as:

- *Policy Number*
- *Transaction Effective Date*
- *Premium Amount*
- *Insured Name*
- *Reporting Entity*



No Business Reporting

— *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.



Catastrophe Contact Information

- Must be **updated annually by May 31**.
- This information helps FLSO and DFS coordinate support for your insureds in the event of a major catastrophe in Florida.
- If your catastrophe contact details change between June 1 and December 31, update them in SLIP+ immediately.



FILING OPTIONS AND THE ADDITION OF CSV BATCH FILING

- Manual Policy Entry in SLIP+
- Overview of Batch Filing Methods
(XML and CSV)
- Benefits of CSV Batch Filing



Batch Filing Methods

— XML vs. CSV

FSLSO offers Batch filing of transaction data in both XML and CSV formats.

Batch Documentation and templates are available in SLIP+ under the Batch Upload section.

- **Validated Against the Current Schema**
- **Verify Active Agents and Agencies**
- **No Duplicate Transactions**



Batch Troubleshooting

If the Batch file 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 or CSV batch file.



Benefits of CSV Batch Filing

- ❑ Insurers can generate CSVs quickly from internal systems or export reports directly from Excel
- ❑ Reduces time spent formatting data for SLIP submission
- ❑ Easier to review, filter, and troubleshoot data
- ❑ Better for high-volume or routine reporting



COMMON REPORTING ERRORS

- Examples of Typical Errors
- How To Proactively Avoid These Errors



COMMON REPORTING ERRORS

- Inaccurate Premium Amounts
- Incorrect Effective Dates
- Mismatched Policy Numbers
- Not Florida Home State or Non-US Premium





PREMIUM

WHAT PREMIUM AMOUNT SHOULD I REPORT?

- Net Premium vs. Gross Premium
- Quota Share Arrangements
- How Your Premium Is Calculated
- Premium Deficiencies



Net Premium vs. Gross Premium

Report the Gross premium — Total premium charged to the policyholder.

Item	Gross Premium	Net Premium
Base Premium	\$97,000	\$97,000
*Inspection Fee	\$2,000	\$2,000
Insurer Policy Fee	\$1,000	\$1,000
Commission	\$0	-\$4,000
Total	\$100,000	\$96,000

Fees that should not be included in the premium:

- Broker or Agent Fees
- Inspection Fees (if charged by a third party and not the insurer)
- Consulting Fees
- Premium Financing Fees (charged by premium finance companies)

Quota Share Arrangements

Each insurer on a multi-carrier (layered) policy should only report their portion of the premium and not the entire premium for the policy.

Example:

Policy Number: ABC123	
Total Premium: \$100,000	
Name of Insurer	Proportion (%)
Insurance Company A	50%
Insurance Company B	25%
Insurance Company C	20%
Insurance Company D	5%

Company A should report \$50,000
Company B should report \$25,000
Company C should report \$20,000
Company D should report \$5,000

Calculating Insurer Premium

Premium totals are calculated based on the **transaction effective date**, not the submission date. This correctly allocates premiums to the appropriate reporting quarter.

- Only transactions with effective dates that fall within the calendar dates of the reporting quarter will count toward that quarter's premium total.
- Transactions with effective dates outside of the reporting quarter will be automatically allocated to the quarter in which the transaction is effective — even if they are submitted during a different quarter.

Calculating Insurer Premium

Example: You submit a **1st Quarter 2025** XML/CSV file containing the transactions below:

PolicyNumber	Insured	Premium	Transaction Effective Date	
ABC-123	XYZCompanyLLC	\$100,000	1/1/2024	
DEF-456	XYZCompanyLLC	\$75,000	4/1/2024	
GHI-789	XYZCompanyLLC	\$50,000	7/1/2024	
ABC-123*	XYZCompanyLLC	\$5,000	1/1/2025	* ENDORSEMENT
ABC-123-2025	XYZCompanyLLC	\$100,000	1/1/2025	
DEF-456-2025	XYZCompanyLLC	\$75,000	2/1/2025	
GHI-789-2025	XYZCompanyLLC	\$50,000	3/1/2025	

The total premium in the file is **\$455,000**. However, not all of the premium is allocated to Q1 2025.

•Included in your 1st Quarter 2025 totals: \$230,000

- Policy # ABC-123* with effective date of 1/1/2025
- Policy # ABC-123-2025 with effective date of 1/1/2025
- Policy # DEF-456-2025 with effective date of 2/1/2025
- Policy # GHI-789-2025 with effective date of 3/1/2025

•Not included in your 1st Quarter 2025 totals: \$225,000

- Policy # ABC-123 with effective date of 1/1/2024 → applies to Q1-2024
- Policy # DEF-456 with effective date of 4/1/2024 → applies to Q2-2024
- Policy # GHI-789 with effective date of 7/1/2024 → applies to Q3-2024

Premium Deficiencies

A Premium Deficiency Notice from FLSO indicates that:

- Premium submissions from your company have either not been received or
- Premium totals are significantly less than what has been reported by Agent or IPC filers for the stated quarter

Misreporting transaction effective dates can skew quarterly premium allocations and can trigger a premium deficiency for the reporting quarter.



EFFECTIVE DATE

- What Date Do I Use?
- Example of how incorrect effective dates affect premium calculation



What Date Do I Use?

— FSLSO's Requirements



- **✓ Transaction Effective Date:** The effective date of the specific transaction being reported (e.g., endorsement, renewal, cancellation). This is the required date for all filings. FSLSO uses this date to determine quarterly premium allocation.
- **Policy Effective Date**
- **Booking Date**
- **Accounting Date**
- **Inception Date**

Incorrect Effective Dates & Premium Calculations

Example: You submit a **1st Quarter 2025** XML/CSV file containing the transactions below:

Policy Number	Insured	Premium	Policy Effective Date	Transaction Effective Date	
ABC-123	XYZ Company LLC	\$100,000	1/1/2024		
DEF-456	XYZ Company LLC	\$75,000	4/1/2024		
GHI-789	XYZ Company LLC	\$50,000	7/1/2024		
ABC-123	XYZ Company LLC	\$5,000		1/31/2025	*ENDORSEMENT
DEF-456	XYZ Company LLC	\$100,000		2/28/2025	*ENDORSEMENT
GHI-789	XYZ Company LLC	\$75,000		3/30/2025	*ENDORSEMENT

Misreporting transaction effective dates can skew quarterly premium allocations and can trigger a premium deficiency for the reporting quarter.





POLICY NUMBERS

- Policy Number Accuracy
- Multi-Carrier Policies Clarification



Policy Number Accuracy

Always report the policy number exactly as it appears on the declarations page. Do not add, remove, or modify any prefixes or suffixes. Inaccurate policy numbers may lead to mismatches and premium reconciliation issues.

COMMERCIAL PROPERTY Declarations

Policy Number: ABC-123



Item 1. **Named Insured(s):** XYZ Company, LLC

Principal Office: 1441 Maclay Commerce Drive, Suite 100 | Tallahassee, FL 32312

Item 2. **Policy Period:** From 08/01/2024 to 08/01/2025

Item 3. **Location of Risk:** 100% - Atlanta, GA 12345

Item 4. **Total Policy Limit:** The Total Policy Limit for each Policy Period for all Insuring Agreements, regardless of whether such Insuring Agreement is provided as a sublimit or separate limit, shall not exceed \$1,000,000

Item 5. **Notices:** All notices required to be given to the Insurer under this Policy shall be addressed to: Phillip Hardin. E-Mail: Phardin@fslso.com Telephone: 850-205-6668.



Multi-Carrier Policies

Each insurer on a multi-carrier (layered) policy should report the policy number as shown on the policy documents. However, if each insurer on the policy has a unique carrier-specific policy number, the insurer should report the policy number issued by their company.

Example:

Contract Policy Number: ABC123

Total Premium: \$100,000

Carrier Policy Number	Name of Insurer	Proportion (%)
A1234ABC000000	Insurance Company A	50%
B1234ABC000001	Insurance Company B	25%
C1234ABC000002	Insurance Company C	20%
D1234ABC000003	Insurance Company D	5%





NRRA

- Nonadmitted and Reinsurance Reform Act (NRRA) Definition of Home State
- Home State Examples



Nonadmitted and Reinsurance Reform Act (NRRA)

- Established under Dodd-Frank (2010) to simplify surplus lines regulation and tax allocation.
- Grants home state sole authority over multistate surplus lines regulation and taxation.
- Creates a national standard for Exempt Commercial Purchasers (ECPs), allowing for automatic export of qualifying risks.
- Sets uniform eligibility standards for surplus lines insurers (domestic & foreign).



Home State Example

COMMERCIAL PROPERTY Declarations

Policy Number: ABC-123

Item 1. **Named Insured(s):** XYZ Company, LLC

Principal Office: 1441 Maclay Commerce Drive, Suite 100 | Tallahassee, FL 32312

Item 2. **Policy Period:** From 08/01/2024 to 08/01/2025

Item 3. **Location of Risk:** 100% - Atlanta, GA 12345

Item 4. **Total Policy Limit:** The Total Policy Limit for each Policy Period for all Insuring Agreements, regardless of whether such Insuring Agreement is provided as a sublimit or separate limit, shall not exceed \$1,000,000

Item 5. **Notices:** All notices required to be given to the Insurer under this Policy shall be addressed to: Phillip Hardin. E-Mail: Phardin@fslso.com Telephone: 850-205-6668.

Home State Example

COMMERCIAL PROPERTY

Declarations

Policy Number: DEF-456

- Item 1. **Named Insured(s):** XYZ Company, LLC
 Principal Office: 1441 Maclay Commerce Drive, Suite 100 | Tallahassee, FL 32312
- Item 2. **Policy Period:** From 08/01/2024 to 08/01/2025
- Item 3. **Location of Risk:**
 15% - Tallahassee, FL
 35% - Atlanta, GA
 25% - Troy, AL
 25% - Knoxville, TN
- Item 4. **Total Policy Limit:** The Total Policy Limit for each Policy Period for all Insuring Agreements, regardless of whether such Insuring Agreement is provided as a sublimit or separate limit, shall not exceed \$1,000,000
- Item 5. **Notices:** All notices required to be given to the Insurer under this Policy shall be addressed to: Phillip Hardin. E-Mail: Phardin@fstso.com Telephone: 850-205-6668.

Home State Example

COMMERCIAL PROPERTY

Declarations

Policy Number: GHI-789

- Item 1. **Named Insured(s):** XYZ Company, LLC
Principal Office: 1441 Maclay Commerce Drive, Suite 100 | Tallahassee, FL 32312
- Item 2. **Policy Period:** From 08/01/2024 to 08/01/2025
- Item 3. **Location of Risk:**
50% - Charlotte, NC
25% - Troy, AL
25% - Knoxville, TN
- Item 4. **Total Policy Limit:** The Total Policy Limit for each Policy Period for all Insuring Agreements, regardless of whether such Insuring Agreement is provided as a sublimit or separate limit, shall not exceed \$1,000,000
- Item 5. **Notices:** All notices required to be given to the Insurer under this Policy shall be addressed to: Phillip Hardin. E-Mail: Phardin@fstso.com Telephone: 850-205-6668.

Tips on How to Avoid Accuracy Issues



Premium Reporting: Always report the *Gross Premium*. For quota-share policies, report only your company's share of the premium, not the full amount.

Transaction Effective Dates: Use only the transaction effective date for all submissions.

Policy Numbers: Report what is shown on the declarations page and policy documents. Do not add or remove prefixes or suffixes to the policy number.

Florida Home State: Submit premium data only if Florida is the home state. Exclude non-U.S. premium from submissions.



CORRECTING ERRORS

- How to correct previously filed policy/transaction information
- Batch File Removal



Correcting Previously Filed Transactions



Editing and Correcting Transaction Data

In your SLIP+ account:

1. Select Search and Manage Policies from the Filings tab.
2. Enter the previously filed policy number or other search criteria in the applicable field(s) and click Search or use the Enter (or Return) key.
3. Select the Policy Number link.
4. In the Transaction Details section, click the three vertical dots to the far right of the confirmation number for the applicable transaction, and select Edit from the dropdown menu.
5. Make the necessary changes and then click the Review button.
6. Review the policy and transaction data for accuracy and then Submit Filing

Correcting Previously Filed Transactions



To remove a transaction from a policy that was filed in error:

1. Select Search and Manage Policies from the Filings tab.
2. Enter the previously filed policy number or other search criteria in the applicable field(s) and click Search or use the Enter (or Return) key.
3. Select the Policy Number link.
4. In the Transaction Details section, click the three vertical dots to the far right of the confirmation number for the applicable transaction, and select Backout from the drop-down menu.
5. A message will appear verifying the backout. Click OK to proceed.
6. A message will display advising the transaction has been successfully backed out.

Batch File Removal



To have an entire batch file removed, you will need to send an email to batchfiling@fslso.com, explicitly requesting that the file be removed. Include the filename, date and time of the submission, and submission number.

A formal request must be submitted before proceeding with the file removal.



PREMIUM RECONCILIATION

- Statutorily Required Per F.S. 626.921(3)(d)
- Overview
- Data Discrepancies



Required by Florida Statute

F.S. 626.921(3)(d)

FSLSO is statutorily required to reconcile policy data submitted by nonadmitted insurers with filings reported by surplus lines agents.

- Cross-checks insurer filings against agent and IPC filings
- Ensures all taxes and revenues have been submitted
- Protects state revenues



Premium Reconciliation Program

- Insurers submit policy information to FSLSO
- Information is automatically matched to correlating policy information submitted by Florida surplus line agents or IPC filers regarding the same policy
- Systematically linked information:
 - policy number
 - premium amount
 - insurer name
 - effective date



What if the Policy Information Does Not Match Systematically?

- FSLSO manually researches information available
- FSLSO contacts insurer for more detail
- FSLSO contacts agent for more information
- FSLSO confirms required transaction is reported



Helpful Tips - PR

- Please submit information as it appears on the Declarations Page of the policy
 - Correct Premium Amount
 - Correct Policy Number
 - Correct Reporting Entity
 - Correct Effective Date & Insured Name
 - Confirm transaction is a Florida risk
 - Respond timely
 - Call or email any questions





SLIP+ FEATURES & RESOURCES

- Reports
- SLIP+ Inbox
- Settings
- Help



Reports

Late Transaction Report


- Flags transactions with effective dates outside the current reporting quarter.
- Helps ensure all filings meet the statutory deadline.


Transaction Report


- Provides a detailed list of all transactions submitted by the insurer.
- Can be filtered by submission date or transaction effective date for easy reconciliation.

SLIP+ Inbox

SLIP+ FILINGS COMPLIANCE REPORTS








HARDIN INSURANCE COMPANY
NAIC# 11155 {TEST}

Inbox

MARK AS READ MARK AS UNREAD DELETE

☐ Message

Date ↓



Inbox Empty

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SLIP+

VERSION: 2025.0.2
GIT SHA: fad4fe91b (04/23/2025)

Settings

SLIP+

FILINGS

COMPLIANCE

REPORTS

✉

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PH

HARDIN INSURANCE COMPANY

NAIC# 11155

(TEST)

Settings

⚙ Preferences

👤 Contacts

👤 User Manager

🔒 Change Password

Preferences

Agency Assignment

Available Agencies

🔍

1099POLICY INSURANCE AGENCY, L...

1ST GUARD CORPORATION (LIC# L0...

2WJ LLC DBA AGRIBUSINESS RISK U...

3RD MILLENNIUM INSURANCE & FIN...

4 DRIVERS INSURANCE INC. (LIC# L...

A & K INSURANCE CONSULTANTS, IN...

A PLUS INSURANCE (LIC# B005405)

➤

>

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⏪

Selected Agencies

🔍

CANCEL

SAVE

Agent Assignment

Available Agents

🔍 Search for agents...

ABBOTT, MICHAEL (LIC# E034207)

ABELLA, ANTONIO (LIC# A000307)

ABELLA, TYLER (LIC# W970815)

ABNEY, JANE (LIC# W944585)

ABRAHAMSEN, IAN (LIC# W890496)

ABREU, MELISSA (LIC# W971405)

ABRIUDEANU, EDITA (LIC# W731661)

➤

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⏪

Selected Agents

🔍 Search for agents...

HARDIN, PHILLIP (LIC# W111555)

CANCEL

SAVE




Help

SLIP+

FILINGS

COMPLIANCE

REPORTS



HARDIN INSURANCE COMPANY (TEST)

NAIC# 11155

Help


Resources & Guides

Below are helpful resources and guides for navigating the SLIP+ system. Click the buttons to view the different resources. If you need additional assistance, contact FLSO at insurer.services@fslso.com or 800.562.4496.

Filing Procedures for Insurers


A comprehensive guide to filing with FLSO in SLIP as well as compliance information

[DOWNLOAD FILE](#)




SLIP+ Tutorial

New to SLIP+? Our video tutorial is now available to help guide you through the key differences between SLIP and SLIP+. Watch the video to get a better understanding of the updates and how SLIP+ can enhance your experience.




Chat with Us!

Please click on the icon below to start chatting with a live analyst. Please note that this icon is available on any screen in SLIP+. You can connect with us while submitting a transaction, running a report, or submitting a payment. We are here to help with any technical issue or question you may have.




FLSO Website

Please visit the FLSO website for Florida Surplus Lines information, FLSO Publications, Market Data, and much more.




Contacts

If you need to contact FLSO staff, please click here to find a full listing of all staff members, organized by department to help you find the correct person to reach out to.



Share Feedback

Share your thoughts, suggestions, or concerns with us through this feature. Your feedback helps us improve our services and tailor our platform to better meet your needs.



Terms and Conditions

This section outlines the rules, regulations, and agreements that users must adhere to while using our platform.

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SLIP+

VERSION: 2025.9.2

GIT SHA: 1a54fe91b (04/23/2025)

Contact Us.



Address

1441 Maclay Commerce Drive, Suite 200
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Email

Insurer.Services@fslso.com



Website

www.fslso.com



Phone

800.562.4496



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Thank You.

