



# Nevada Surplus Lines Association

6490 S. McCarran Blvd ~~Blvd #39~~ #39 Reno, NV 89509

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December 19, 2013

NSLA BULLETIN 2013-05

## NSLA OFFICE YEAR-END CLOSING

The Nevada Surplus Lines office will be closed on December 24<sup>th</sup> and 25<sup>th</sup> for the Christmas holiday.

- ✓ In order to insure that your policies are captured in the 2013 records, your filings must be submitted in SLIP no later than 4:00 p.m., Pacific Standard Time, Friday, December 27<sup>th</sup>. Filings made after that time might be registered but there is no guarantee. Transactions not registered by the closing date will be registered in the new year. Please review your records and double check in SLIP to be sure you have no unregistered policies that have been returned for any corrections.

If you have submitted filings prior to the holiday but not yet registered, please check your home page in SLIP to see if you had filings returned for correction.

- ✓ The office will also be closed on December 31<sup>st</sup> and January 1<sup>st</sup> for the New Year's holiday.
- ✓ The fourth quarter invoices and tax statement will be available in SLIP on January 2, 2014.
- ✓ **Please also note our new address: Nevada Surplus Lines Association  
6490 S. McCarran Blvd., #39  
Reno, Nevada 89509**

**\*\*Our previous address change notice was too long for some of your systems and the “#39” was being left off your mailings. We hope this will make it possible for you to get the complete address in your systems to insure your payments and all other correspondence reaches our office.\*\***

- ✓ Please when making payments, be sure to follow the payment instructions on the invoices – we are getting a lot of checks with the wrong payees on them.

If you have any questions, please call our office. Thank you.