



Nevada Surplus Lines Association

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FILING TIPS

- ❖ When you are making a filing, please note that you should be selecting a category and class code based on the type of coverage of the policy, not the business itself.
- ❖ If you are making a filing with a carrier that does not appear in your drop down menu, please go to the Setting tab in SLIP to see if there are carriers listed on the left side that need to be moved over to the right side. If you still cannot locate the carrier, please call our office.
- ❖ Please be aware that the Statement information in SLIP is informational only. It is not an accounting program. The outstanding balance located on the right side above the actual payment record is the only part that you need to pay attention to.
- ❖ When entering a policy into SLIP, under the Broker field, you should always be selecting an individual rather than the agency name. If no individual name appears in the drop down or they show "inactive", you need to call or email our office. The system has effective dates for each individual and we have no way of knowing if an individual has renewed his or her license until you contact us. If you have any new licensees that do not appear in the drop-down, please send a copy of their license to us so we can add them to our database.
- ❖ Please note that you do not need to attach the Declination Detail or Due Diligence forms to your submissions.
- ❖ Remember that endorsements extending a policy term must be filed as renewals.
- ❖ Please note that when you make corrections to a filing that was sent back to you for an error; the error message will not go away until after the filing is registered.
- ❖ When entering your premium and taxable fees into SLIP, please remember that taxable fees do **NOT** include the tax and filing fee. Taxable fees include policy fees, MGA fees, carrier fees, broker fees, inspection fees, ACCA dues (if required to procure coverage). Terrorism coverage is considered premium, not a taxable fee.
- ❖ Please remember that we want you to file with the actual policy declaration page whenever possible. If you are approaching your 90 "calendar" days to file from the effective date of coverage, you may file with a binder, but that binder must meet all statutory requirements that the policy declaration page must meet.

- ❖ If you are entering filings into SLIP using someone else's login information, please contact your office SLIP Administrator and ask them to set you up as a user with your own login credentials. By each user having their own login, both your office and our office can monitor the individuals entering the information. Those in need of some training can be identified and brokers can monitor who to contact if they have any questions.

If the login information is for an administrator who no longer works for your company, please call our office so we can update our records to a new Administrator.

- ❖ When you receive notification that your quarterly invoices and tax statements have been generated and you go to the Statement tab in SLIP, please be sure to check **all three** categories to see if you have any open invoices. There are invoices for Filing Fees (the default) , Late Penalties and Quarterly Taxes. When paying your invoices, please follow the payment instructions provided on the invoices. **Taxes have a specific due date. Filing fees and late payments are due 30 days from the date of the invoice.**
- ❖ We now offer E-Pay for convenience in making your payments and we encourage you to use that form of payment. There may still be an occasion for mailing payment and if that occurs, please note that you can include all payments in the same envelope to save money and to eliminate the possibility of one of the payments getting lost in the mail. We do still recommend that you mail all payments with some proof of mailing to avoid late penalties being incurred.
- ❖ When you submit your payment using the E-Pay, the system will tell you at the top of the page if your payment was submitted successfully.
- ❖ Nevada does not require zero reporting – either quarterly or annually.
- ❖ We also suggest you not wait until the last minute to send your payments, especially for taxes. The statute is clear: to avoid having a \$500.00 penalty imposed, your tax payment must be in our office on or before the due date or submitted by E-pay by the due date. Postmarks do not matter. Please refer to NRS685A.175 for procedures on filing and paying quarterly taxes.
- ❖ We no longer require certification of the tax statements and that step has been removed from SLIP.

- ❖ Before filing a cancellation, please be sure that you don't expect there to be any additional endorsements to the policy that should be filed first. Once a cancellation is filed, you can't make additional filings to that policy. Cancellation, additional premium and return premium endorsements are not subject to the \$50.00 late filing penalty (the 90-calendar day rule) does not apply. **One exception**: an endorsement that is extending the policy term should be filed as a renewal and is subject to the \$50.00 late filing penalty.
- ❖ There is a comprehensive help system in SLIP and FAQs to assist you with your filings or if you prefer you can call our office for assistance or questions at any time.
- ❖ When you login into SLIP and see that there are questioned items, please be aware that if they are not corrected and resubmitted, the system will lock you out after 30 days. If the questioned submission was submitted by someone other than you, contact your SLIP administrator to arrange for someone to handle the matter if you are unable to do so yourself.
- ❖ If you are attaching a corrected dec page to a filing in SLIP and you are not able to delete an incorrect attachment, that is okay. We can delete that from the filing on our end.