

The transactions section displays all transactions filed and invoiced for the reporting quarter. This section is sorted by submit date in ascending order.

Section B: Corrections

The corrections section displays all transactions submitted in a prior period that required a change in the tax/assessment amount in the reporting quarter. This section is sorted by submit date in ascending order.

Section C: Current Period Summary Assessment Totals

The current period summary assessment totals section sums the totals of Section A and Section B.

10.2. SLIP TRANSACTIONS REPORT

The *SLIP Transactions Report* provides a list of transactions submitted by the policy filer during a specified submission date range. To generate a *SLIP Transactions Report*, follow the below instructions.

1. From the *Reports* tab select *SLIP Reports*.
2. Select *SLIP Transactions Report* from the drop down menu.
3. Select the quarter and home state.
4. Enter the submission date range and select the report type.
5. Click *Generate Report*.

The transactions displayed are sorted by submit date in ascending order.

Note: If policies have been transferred between two agents, the transactions will only appear on the SLIP Transactions Report of the agent that is the owner of the policy at the time the report is run.

10.3. AFFIDAVITS

The Affidavit Report is currently available for Tennessee and Wyoming only. All Surplus Lines Licensees who transact business in Wyoming or Tennessee during a calendar quarter are required to submit a quarterly affidavit electronically in SLIP. To submit the affidavit, follow the below instructions.

1. From the *Reports* tab select *Affidavits*.
2. Select the state and year and quarter from the drop down menus. The year and quarter selection is the reporting period for the affidavit.
3. The affidavit screen will populate with the legal language for the selected state and the name of the Surplus Lines Licensee. Check the *I acknowledge and agree to the above terms and conditions* box.
4. Click *Submit*.

The page will display in blue font *"You have successfully submitted your affidavit"*. To print your submitted affidavit, click the *Print* button. A subsequent browser window will display the affidavit

where the user can print to their network printer. Previously submitted affidavits are available for print at any time.

11. INVOICING AND PAYMENTS

11.1. INVOICING INFORMATION

1. QUARTERLY INVOICING SCHEDULE

Taxes and the SLAS Transaction fees are invoiced quarterly on the following schedule:

Filings Received During	Invoices Issued	Payments Due
January 1 - March 31	April	May 15 th
April 1 - June 30	July	August 15 th
July 1 - September 30	October	November 15 th
October 1 - December 31	January	February 15 th

2. QUARTERLY INVOICING TYPE AND LOCATION

Each quarter, utilizing the invoicing schedule above, the SLAS Clearinghouse issues invoices for taxes and SLAS Transaction fees. These invoices are made available to customers in the following locations:

Invoice Type	Invoice Location
State Tax	The invoice is the first page of the Billing Report, this report is delivered to the SLIP Inbox
SLAS Transaction Fee	Delivered to the SLIP Inbox

Billing Reports are delivered to the SLIP Inbox or can be found under the *Reports* tab after quarterly invoices are issued.

11.2. PAYMENT INFORMATION

1. TAX PAYMENTS

Taxes for South Dakota, Tennessee and Wyoming must be paid via ACH transaction in SLAS SLIP. Please provide your bank with the ACH Company IDs listed below prior to submitting the payment online. Failure to do so may result in returned payments. ACH payments may take up to 48 business hours to post to your account.

To make a payment via ACH in SLAS SLIP, go to the *Invoicing* tab and select *Pay Invoices*. Click the *Select to pay* check box next to the applicable invoice(s), select an existing bank account or enter new bank account information, and click *Pay*.

The ACH information for single state tax payments is listed below:

State	Invoice Type	Payment Type	ACH Company ID
South Dakota	Taxes	ACH Only	Company ID: 1466000334 Company Name: SD DLR-DIV OF INS
Tennessee	Taxes	ACH Only	Company ID: V626001445 Company Name: Tennessee DCI
Wyoming	Taxes	ACH Only	Company ID: A830208667 Company Name: Wyoming Insurance Department

2. **SLAS TRANSACTION FEE PAYMENTS**

SLAS Transaction fees can be paid via ACH transaction in SLAS SLIP or by check. **If you are paying by ACH in SLIP, please provide your bank with the ACH Company IDs listed below prior to submitting the payment online. Failure to do so may result in returned payments.** ACH payments may take up to 48 business hours to post to your account.

To make a payment via ACH in SLIP, click the *Pay Invoices* button on the SLIP home page. Click the *Select to pay* check box next to the applicable invoice(s), select an existing bank account or enter new bank account information, and click *Pay*.

The ACH information and check payment information for multistate tax and SLAS Transaction fee payments are listed below:

Invoice Type	ACH Payment ID	Check Payment	Overnight Check Payment
SLAS Transaction Fee	Company ID: 2593501857 Company Name: FLSO SLAS Fee	FLSO P.O. Box 864824 Orlando, FL 32886-4824	Wells Fargo Lockbox Services Lockbox #864824 11050 Lake Underhill Rd Orlando, FL 32825

11.3. TAX AND SLAS TRANSACTION FEE CREDITS

Credit memos issued may only be offset by future invoices for the same taxes. For example, a credit memo for South Dakota Tax may only be applied against another South Dakota Tax invoice. Outstanding credits should be rolled forward one quarter prior to being refunded.

For SLAS Transaction fee credits the SLAS Clearinghouse accounting staff will apply credits and email a statement to the Surplus Lines Licensee’s billing contact with the remaining balance due, if applicable.

To apply credits or request a refund of taxes or the SLAS Transaction fee, please contact the SLAS Clearinghouse staff at 877.267.9855, option 4, or by email at accounting@slasclearinghouse.com. For a list of SLAS Clearinghouse staff contact information, please visit the Contact tab on the [SLAS Clearinghouse website](#).