

SLAS CLEARINGHOUSE SLIP SET-UP GUIDE

Invoicing

Taxes and transaction fees are invoiced quarterly. On the first business day following the end of each quarter, invoices and billing reports are delivered to the user's **SLIP Inbox**. The tax invoice is the first page of the Billing Report. Billing Reports are also available under the *Reports* tab in SLIP. The following schedule is used for invoicing and payments:

Filings Received	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

Payments

Tax Payments

Users can access invoices 24 hours after billing has been processed. To access them, go to the *Invoicing* tab then the *Pay Invoices* page in SLIP. Invoices must be paid electronically via ACH, no state tax invoices may be paid by check.

Please provide your bank with the ACH Company IDs listed prior to submitting the payment online. Failure to do so may result in returned payments.

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

SLAS Transaction Fee Payments

Transaction fees can be paid via ACH transaction in SLIP or by check.

If you are paying by ACH in SLIP, please provide your bank with the following ACH Company IDs prior to submitting the payment online. Failure to do so may result in returned payments.

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

When making payments in SLIP, be sure that your pop-up blocker has been disabled prior to clicking the *Pay* icon. The payment confirmation will appear in a pop-up window.

Miscellaneous Tips

The [SLAS Clearinghouse Website](#) offers useful and import information to help you with completing filings, successfully remitting invoices and other pertinent information, such as:

- How to File Policies – includes manuals, documents and Batch filing instructions.
- Invoice and Payment Information
- Coverage Codes
- Required Data Elements
- SLAS Clearinghouse eNews sign up (home page)

State Contact Information

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For further information or SLIP support, please contact the SLAS Clearinghouse staff at 877.267.9855 or by email at info@slasclearinghouse.com.