**Welcome to the SLAS Clearinghouse!**

The SLAS Clearinghouse (SLAS) is a service of the Florida Surplus Lines Service Office (FSLSO) that directly serves member states by providing a filing platform to their agent community. The platform is utilized for data collection, reporting, invoicing and payment of surplus lines tax revenues. Currently South Dakota, Tennessee and Wyoming use the SLAS Clearinghouse platform.

**Creating a SLIP Account**

SLAS uses the Surplus Lines Information Portal (SLIP) to collect surplus lines policy data on behalf of the participating states. To begin reporting surplus lines policy data to SLAS, you will need to register the licensed surplus lines agent with SLAS using the National Producer Number (NPN) for the individual surplus lines licensee (not the agency NPN). Additionally, you only need to create one SLIP account per licensee you are reporting business for. Separate SLAS Clearinghouse SLIP accounts are not needed to report business for each of the states.

To register for a SLAS Clearinghouse SLIP account, visit the SLIP Login Page and click the Register icon. Complete all of the required contact information, including the NPN for the surplus lines licensee and click the Register button. You will then receive an email with your username and temporary password so you can log in to SLAS SLIP.

**SLIP Set-up Instructions**

**User Settings**

Instructions for setting up your SLAS Clearinghouse SLIP account can be found in SLAS SLIP under the Help tab, SLIP Help page. Once you log in to SLAS SLIP using the temporary password, you can update your password, customize your insurer list and add a billing contact in the Settings tab.

**Insurer Assignment** – SLIP allows users to customize and manage their list of insurers in the Insurer Assignment section of the Settings page. Users can select insurers they wish to use when submitting policy data from the list of Available Insurers and move them to the list of Selected Insurers. Insurers on the Selected Insurers list will appear in the Insurer drop down box when submitting a transaction. The Selected Insurers list can be updated at any time when submitting a transaction or by visiting the User Settings page. If an insurer does not appear on the Available Insurers list, please contact the SLAS Clearinghouse staff to request the insurer be added.

To select insurers:
1. Click the Users Settings tab on the navigation bar on the SLIP home page.
2. Click the Edit button to activate the Insurer Assignment section.
3. In the Available Insurers section, click on the insurance company and click the single right arrow (>) to move the insurer to the Selected Insurers section.
   a. TIP: Multiple insurers can be selected holding the Control key while selecting each insurance company to add to the Selected Insurers list.
   b. TIP: Click the double right arrow (>>) to move all insurers from the Available Insurers list to the Selected Insurers list.
4. To remove insurers from the Selected Insurers list, select the insurance company to move and click the single left arrow (<) or the double left arrow (<<).
5. Once you have the desired insurers in the Selected Insurers list, click Save.

Billing Contact – State tax and SLAS Transaction fee invoices are delivered to the SLIP inbox quarterly. If an agent or IPC account has a previous balance (amount due or credit), a statement will be emailed to the billing contact associated with the transaction. Only one billing contact can be stored in SLAS Clearinghouse SLIP at a time. A billing contact must be selected for each transaction submitted. Please note that if more than one billing contact is selected on transactions submitted during a calendar quarter, an invoice will be created for each billing contact associated with transactions submitted during the quarter.

To add a billing contact:

1. Click the Edit button to activate the Billing Contact section.
2. Complete the contact information for the billing contact.
3. Click Save and the billing contact’s name will appear in the Billing Contact data field when submitting a transaction.

Change Password – When you receive your registration email from SLAS it will include a system generated password. You can update the password on the Settings tab. Passwords must be between 8-128 characters in length. Updating the SLAS SLIP password will only change the password for the SLIP user for which you are currently logged in. This action will not update the passwords of other SLIP users associated with the same account.

To update your SLAS Clearinghouse SLIP password:

1. Click the Edit button to activate the Change Password section.
2. Enter the old (system generated) password and enter your new password twice.
3. Click Save when the new password is entered successfully.
4. You may now use your new password the next time you log in to SLAS SLIP.

Adding SLIP User(s)
SLIP allows an agent to designate representatives to view, submit and edit policy data on their behalf. A SLIP user is associated with the agent account under which they are created and they cannot access any other agent account in SLIP. A SLIP user must have a unique SLIP account for each surplus lines licensee for which they are responsible for reporting data.

To add a SLIP user to an agent account, go to the User Settings tab in SLAS SLIP, select the Users menu item. Click Add New User and complete the contact information for the new user, including assigning a unique username, and assign one of the following security roles. Once the new user is created, the system will send an email to the email address associated with the user that contains their username and system generated password.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Security Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>This role is automatically assigned to the agent or IPC filer on the SLIP registration account. The Administrator role has all permissions in SLIP, including filing and editing transactions, paying invoices, and creating and removing users.</td>
</tr>
<tr>
<td>Edit &amp; View</td>
<td>This role allows a user to enter, edit and view policy data. A user with the Edit &amp; View permission cannot add or edit SLIP users or assign user permissions.</td>
</tr>
<tr>
<td>View</td>
<td>This role allows an user to only view policy data submitted under the agent’s SLIP account. No edits can be made to transaction data, billing contacts or SLIP users.</td>
</tr>
</tbody>
</table>

**Compliance Tips**

The rules and regulations of each participating state differ slightly. The following table provides direction for each of the states with respect to reporting deadlines, affidavit filings and taxable policy fees.

<table>
<thead>
<tr>
<th>State</th>
<th>Reporting Deadline</th>
<th>Affidavit</th>
<th>No Business Filing</th>
<th>Taxable Policy Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Dakota</td>
<td>30 days from the effective date</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Tennessee</td>
<td>30 days from the effective date</td>
<td>Yes - File in SLAS</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Wyoming</td>
<td>45 days from the effective date</td>
<td>Yes - File in SLAS</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Quarterly Checklist**
Submit all policy filings within the filing requirement period
Remit payments for all processed invoices
  - Please see table in the invoicing section for dates
File quarterly affidavit in SLAS SLIP. (Tennessee and Wyoming only)
  - An affidavit is not required to be filed if no business was reported.

**Invoicing and Payments**

All taxes are charged based on the laws of the home state of the insured. The Invoicing and Payments page houses all information regarding payments for all states and the SLAS Clearinghouse fee.

As authorized agreements with each state, a transaction fee will be charged on the gross premium (premium plus all taxable policy fees) for all transactions reported to the SLAS Clearinghouse. The transaction fee is payable by the insured directly or through a surplus lines licensee. The table below shows the transaction fee rate based on the policy effective date.

<table>
<thead>
<tr>
<th>Policy Effective Date</th>
<th>Transaction Fee Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>All new and renewal policies (and subsequent endorsements) with an effective date on or after July 1, 2015.</td>
<td>0.175%</td>
</tr>
<tr>
<td>All new and renewal policies (and subsequent endorsements) with an effective date between July 1, 2012 – June 30, 2015.</td>
<td>0.300%</td>
</tr>
</tbody>
</table>

The SLAS Clearinghouse Tax Estimator allows users to input policy information to get an estimate for the taxes, assessments and the transaction fee on any transaction. The Tax Estimator provides a breakdown for each allocation state that will be assessed taxes/assessments based on the home state of the insured and allows users to export the estimate results to a .pdf document.
**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:

<table>
<thead>
<tr>
<th>Filings Received</th>
<th>Invoices Issued</th>
<th>Payments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 - March 31</td>
<td>April</td>
<td>May 15th</td>
</tr>
<tr>
<td>April 1 - June 30</td>
<td>July</td>
<td>August 15th</td>
</tr>
<tr>
<td>July 1 - September 30</td>
<td>October</td>
<td>November 15th</td>
</tr>
<tr>
<td>October 1 - December 31</td>
<td>January</td>
<td>February 15th</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>State</th>
<th>Invoice Type</th>
<th>Payment Type</th>
<th>ACH Company ID</th>
</tr>
</thead>
</table>
| South Dakota | Tax          | ACH Only     | Company ID: 1466000334  
Company Name: SD DLR-DIV OF INS  
Enter 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.**

<table>
<thead>
<tr>
<th>Invoice Type</th>
<th>ACH Company ID</th>
<th>Check Payment</th>
<th>Overnight Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLAS Transaction Fee</td>
<td>Company ID: 2593501857</td>
<td>FSLSO</td>
<td>Wells Fargo Lockbox Services</td>
</tr>
<tr>
<td></td>
<td>Company Name: FSLSO SLAS</td>
<td>P.O. Box 864824</td>
<td>Lockbox #864824</td>
</tr>
<tr>
<td></td>
<td>Transaction Fee</td>
<td>Orlando, FL 32886-4824</td>
<td>11050 Lake Underhill Rd</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Orlando, FL 32825</td>
</tr>
</tbody>
</table>

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 important 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

**South Dakota**
South Dakota Division of Insurance
Charlene Squires-Keller
Charlene.SquiresKeller@state.sd.us
605.773.4763

**Tennessee**
Tennessee Department of Commerce & Insurance
Jessica Fite
Jessica.Fite@tn.gov
615.741.7508

**Wyoming**
Wyoming Department of Insurance
Donna Stewart
Donna.Stewart@wyo.gov
307.777.7308

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