



SLAS INSURER PROCEDURES MANUAL

CO • OK • SD • TN • WY

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Introduction

The purpose of the Insurer Procedures Manual is to provide information regarding policy filings for all surplus lines Insurers operating in the states of Oklahoma, South Dakota, Tennessee and Wyoming. Colorado will begin accepting insurer policy data at a future date.

This manual consists of information regarding contact information, insurer filing requirements and useful tools located on the [SLAS Clearinghouse website](#). This manual is subject to revisions as information/requirements change.

Please read through the manual and do not hesitate to contact [SLAS Insurer Services](#) if you have any questions or need assistance with any of the requirements.

I. Contact Information

SLAS Clearinghouse

Tiffany Andersen

Director of SLAS Client Services

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Rachel Hoffman

SLAS Business Systems Coordinator

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Phone: (877) 267-9855 x131

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Tracy Ingle

SLAS Premium Reconciliation Analyst

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II. Insurer Filing Requirements

Electronic Quarterly/Annual Premium Reports or No Business Notification

All foreign surplus lines insurers are required to file quarterly policy information to the [SLAS Clearinghouse SLIP](#) for policy transactions written during the quarter. The submission of data is due no later than 90 days after the quarter ends. Alien insurers are required to file annually by June 30th.

Policy information includes specific information about policies underwritten by the insurer such as policy number, insured, premium, and transaction effective date. In addition, contact information for the insurer and surplus lines agent for each policy reported is required. Insurers are required to use our online filing platform [SLAS Clearinghouse SLIP](#) when submitting quarterly or annual premium information to the SLAS Clearinghouse. More filing information and instructions are available on the [SLAS Clearinghouse website](#).

A *No Business* notification is required in lieu of quarterly or annual policy information for eligible surplus lines insurers not doing business in any of the SLAS states. The notification must also be filed through [SLAS Clearinghouse SLIP](#). It should be submitted quarterly for foreign insurers and filed within 90 days after the quarter ends. Alien insurers are required to file annually by June 30th for the previous calendar year.

In the event of a large volume of business to report, the insurer can use SLAS Clearinghouse XML Batch file format in SLIP. SLIP also provides features that allow search and submission of policy data, the ability to make corrections to data submitted, the ability to report *No Business*, and access to various types of reports.

If you are interested in obtaining an Insurer SLIP account or need assistance, please contact InsurerServices@slasclearinghouse.com.

Information needed includes:

- Name of the Company
- Company's NAIC number
- Name of person requesting the account
- Business Address
- City
- State
- Zip Code
- Country (Alien company's only)
- Phone Number
- Email Address
- A Point of Contact – Name, Email Address, Phone Number
- Submission Contact - Name, Email Address, Phone Number

Insurer SLIP



FOREIGN: Deadlines for filing the quarterly premium report for foreign insurers or a *No Business* notification, if applicable.

1st quarter – June 30

2nd quarter – September 30

3rd quarter – December 31

4th quarter – March 31

ALIEN: Deadlines for filing the annual premium report for alien insurers or a *No Business* notification:

Annual – June 30th

Please report *No Business* via SLIP in the event no business is conducted in each of the participating SLAS states (Oklahoma, South Dakota, Tennessee, and Wyoming) for the Quarter or Year. Please note that Colorado policy data and No Business filings are due at this time. They will begin collecting policy data at a future date.

III. Insurer & SLIP User Contact Information

Please report any change in:

- Company name, address, phone number, or contact email address.
- If there are changes in staff, please be sure to contact us at InsurerServices@slasclearinghouse.com to keep SLIP user accounts updated and remove any accounts that are not needed.

IV. Checklist - Foreign (U.S.) Insurers

For each participating SLAS state - Oklahoma, South Dakota, Tennessee, and Wyoming.

- 1) Electronic filing of Quarterly Premium Report - due 90 days after each quarter ends.
- 2) Report No Business via the Surplus Lines Information Portal (SLIP).

V. Checklist - Alien (non-U.S.) Insurers

For each participating SLAS state - Oklahoma, South Dakota, Tennessee, and Wyoming.

- 1) Electronic filing of Annual Premium Report - due no later than June 30th annually.
- 2) Report No Business via the Surplus Lines Information Portal (SLIP).

Please note that Colorado filings from Insurers have not been requested by the State. Once Colorado requests insurer policy data, notice will be sent to insurers.

Remember to inform the SLAS Clearinghouse of any name changes or changes to contact information or SLIP users.