



Matthew H. Mead
Governor

Insurance Department

Tom Glause
Commissioner

106 East 6th Avenue ♦ Cheyenne, Wyoming 82002

Memorandum

To: Surplus Lines Brokers, Independently Procured Coverage (IPC) Filers and Insurers
Eligible to Write Nonadmitted Insurance in Wyoming

From: Donna Stewart, Policy and Planning Analyst III

Date: May 1, 2018

Re: Nonadmitted Insurance Reporting and Premium Tax Payment Requirements

The purpose of this memorandum is to provide guidance to surplus lines brokers and those who independently procure nonadmitted insurance for filing policy transaction data, quarterly reports and premium tax payments.

The Wyoming Insurance Department uses the SLAS Clearinghouse to provide a filing platform for data collection, reporting, quarterly invoicing and payment of surplus lines taxes. The SLAS Clearinghouse is a service of the Florida Surplus Lines Service Office.

All individual surplus lines brokers licensed in Wyoming and those who independently procure nonadmitted insurance are required to register with the SLAS Clearinghouse. The SLAS Clearinghouse SLIP Set-Up Guide provides instructions for creating a SLIP account. To access this guide and other documents go to the SLAS Clearinghouse website and click on the Filing Resources tab at: <https://www.slasclearinghouse.com>.

All nonadmitted insurance policies issued or renewed, and any subsequent endorsements to those policies shall be filed with the SLAS Clearinghouse when Wyoming is the home state, with 100% of the premium being reported to and taxed by Wyoming. Brokers and IPC filers must report surplus lines policy data within 45 days of the effective date of the policy or endorsement. A transaction fee will be charged on the gross premium for all transactions reported to the SLAS Clearinghouse. The transaction fees are payable through a surplus lines broker or directly by the insured under independently procured coverage.

Surplus lines brokers and IPC filers will be invoiced quarterly for the state premium taxes and SLAS Clearinghouse transaction fees due. A detailed Billing Report and both invoices will be delivered to the SLIP Inbox on the first business day following the end of each quarter. Invoices must be paid electronically through the SLAS Clearinghouse via ACH transactions.

All surplus lines brokers who transact business during the calendar quarter are required to submit the quarterly Affidavit Report electronically through the SLAS Clearinghouse. The Affidavit Report is not required for reporting periods with no business reported through the SLAS Clearinghouse.

The required Statement of Diligent Effort form and further information is available on the department website at: <https://sites.google.com/a/wyo.gov/doi/industry/surplus-lines>. If you have any questions, please contact the department at (307) 777-7308 or the Clearinghouse staff at (877) 267-9855.