

WYOMING SINGLE STATE POLICY TAX PAYMENT, BANKING AND REPORTING INFORMATION

All single state policies issued or renewed on or after April 1, 2013, and any subsequent endorsements to those policies, must be filed with the Surplus Lines Clearinghouse. All policies reported through the Clearinghouse are subject to quarterly reporting and tax payments. The quarterly single state policy tax invoices must be paid electronically in SLIP via ACH transaction. Prior to making the payment please provide your bank with the following information to allow the ACH debit transaction to go through:

Single State Payments - Wyoming

Company ID: A830208667

Company Name: Wyoming Insurance Department

Invoicing, Tax Payment and Affidavit Report Procedures:

- Invoices are generated on the first business day following the end of the quarter.
- A billing report and Wyoming surplus lines tax invoice for all single state transactions will be sent to the Broker's SLIP inbox.
- A Clearinghouse Transaction Fee invoice is emailed to the billing contact set up by the SLIP user.
- Users can login to SLIP and pay the invoices electronically 24 hours after the invoices are generated.
- Users should click the "Pay Invoices" tab on the SLIP home page to be directed to the ePayment screen in SLIP.
- Users will need to enter their bank account name, routing number (for ACH transactions) and account number. They have the option to save the bank information in SLIP.
- Users will then select the invoice(s) for payment and click the "Pay" button. **IMPORTANT NOTE: Please disable your pop-up blocker prior to clicking the "Pay" button as the payment confirmation details appear in a pop-up window.**
- Users should print the payment confirmation details prior to closing the window.
- Users should click the "Reports Tab" on the SLIP home page to be directed to the Affidavit Report.

Customers can also view the video tutorial "Making Electronic Payments for Single State Policies" at <http://www.slclearinghouse.com/education/videolibrary.aspx>. The webinar "Filing and Tax Payments for South Dakota and Wyoming Single State Transactions" is posted on the Clearinghouse website at <http://www.slclearinghouse.com/education/webinars.aspx>, which customers can view at any time.

If you have any questions regarding the invoicing and tax payment procedures, please contact either the Surplus Lines Clearinghouse staff at (877) 267-9855 or Donna Stewart at (307) 777-7308.

Revised December 23, 2015