

Wyoming Procedures for Filing Surplus Lines Quarterly Affidavit Report

The Surplus Lines Clearinghouse and Wyoming is pleased to announce the implementation of an electronic Affidavit Report to be filed quarterly. All Surplus Lines Brokers who conducted business in a given quarter must file the Affidavit Report following the end of the quarter along with the tax payment. The Affidavit Report is applicable to Multi-State Policy and Single State Policy transactions. The Affidavit Report is not required for reporting periods with no business written. The Affidavit Report is accessed by “clicking” on the Reports Tab within SLIP.

Wyoming Policy Reporting, Quarterly Affidavit Report, and Tax Payment Schedule

1st Quarter January 1 – March 31

Affidavit Report Filing and Tax Payment Deadline May 15th

2nd Quarter April 1 – June 30

Affidavit Report Filing and Tax Payment Deadline August 15th

3rd Quarter July 1 – September 30

Affidavit Report Filing and Tax Payment Deadline November 15th

4th Quarter October 1 – December 31

Affidavit Report Filing and Tax Payment Deadline February 15th

NOTICE: Any licensed surplus lines broker who fails to file a report in the form and within the time required or to pay the premium tax due on or before the due date; may be fined up to \$25.00 per day for each day the report is delinquent and required to pay 9% interest on any delinquent tax due.

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