



FOR STATES

INSURER MANUAL

CO • OK • SD • TN • WY

Updated June 2025

1441 MACLAY COMMERCE DRIVE, SUITE 200
TALLAHASSEE, FL 32312

877.267.9855

WWW.SLIPPLUS.COM | INFO@SLASCLEARINGHOUSE.COM



Table of Contents

Introduction.....3

I. Contact Information..... 3

SLIP+ for States..... 3

II. Insurer Filing Requirements..... 4

Insurer SLIP+..... 5

III. Insurer & SLIP+ User Contact Information 6

IV. Checklist - Foreign (U.S.) Insurers..... 6

V. Checklist - Alien (non-U.S.) Insurers..... 6

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. However, the system is set up to accept Colorado policy data currently. If you wish to begin submitting policy data for 2025 policies, you can do so.

This manual consists of information regarding contact information, insurer filing requirements and useful tools located on the [SLIP+ for States portal](#). This manual is subject to revisions as information/requirements change.

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

I. Contact Information

SLIP+ for States

Tiffany Andersen

Director of State Client Services

Email: tandersen@slipplus.com

Phone: (877) 267-9855 x113

Website address: www.slipplus.com

Rachel Hoffman

State Client Coordinator

Email: rhoffman@slipplus.com

Phone: (877) 267-9855 x131

Website address: www.slipplus.com

Tracy Ingle

SLIP+ Premium Reconciliation Coordinator

Email: tingle@slipplus.com

Phone: (877) 267-9855 x140

Website address: www.slipplus.com

II. Insurer Filing Requirements

Electronic Quarterly/Annual Premium Reports or No Business Notification

All foreign surplus lines insurers are to file quarterly policy information in SLIP+ for policy transactions written during the quarter. The submission of data is due 90 days after the quarter ends. Alien insurers are 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 to use our online filing platform SLIP+ when submitting quarterly or annual premium information. More filing information and instructions are available on the [SLIP+](#) website.

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

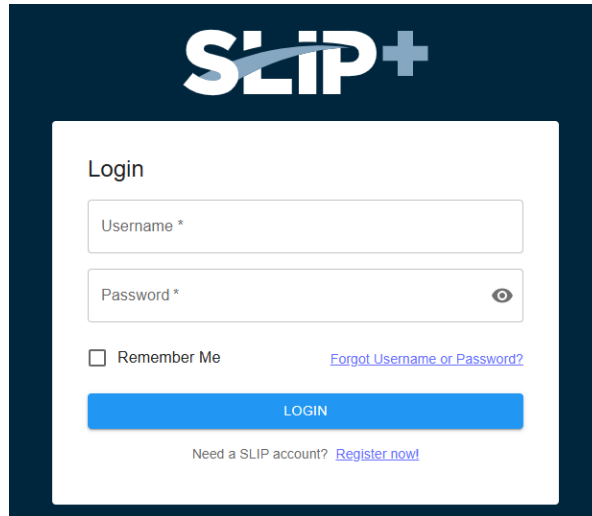
In the event of reporting a large volume of business, the insurer can use SLIP+ XML or CSV Batch file formats in SLIP+. SLIP+ also provides features that allow search and submission of policy data, the ability to make corrections to data submitted, the ability to report *No Business*, and access to various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

If you are interested in obtaining an Insurer SLIP+ account or need assistance, please contact InsurerServices@slipplus.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 companies only)
- Phone Number
- Email Address
- A Point of Contact – Name, Email Address, Phone Number
- Submission Contact - Name, Email Address, Phone Number

Insurer SLIP+



SLIP+

Login

Username *

Password *

☐ Remember Me [Forgot Username or Password?](#)

LOGIN

Need a SLIP account? [Register now!](#)

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 SLIP+ states (Oklahoma, South Dakota, Tennessee, and Wyoming) for the Quarter or Year. Please note that Colorado policy data and No Business filings are not due currently. They will begin collecting policy data at a future date.

III. Insurer & SLIP+ User Contact Information

Please report any of these changes:

- Company Name, Address, Phone Number, or Contact Email Address.
- If there are changes in staff, please be sure to contact us at InsurerServices@slipplus.com to keep SLIP+ user accounts updated and remove any accounts that are not needed.

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

For each participating SLIP+ state - Colorado*, 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 SLIP+.

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

For each participating SLIP+ state - Colorado*, 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 SLIP+.

*** Colorado filings from Insurers, though highly encouraged, have not been requested by the State. Once Colorado directly requests insurer policy data, notice will be sent to insurers.**

Remember to inform SLIP+ of any name changes or changes to contact information or SLIP+ users.