

**SLIP+** | FOR STATES

# REPORTING ENTITY MANUAL

CO • OK • SD • TN • WY

Updated June 2025

1441 MACLAY COMMERCE DRIVE, SUITE 200  
TALLAHASSEE, FL 32312

877.267.9855

[WWW.SLIPPLUS.COM](http://WWW.SLIPPLUS.COM) | [INFO@SLASCLEARINGHOUSE.COM](mailto:INFO@SLASCLEARINGHOUSE.COM)



## **TABLE OF CONTENTS**

<b>INTRODUCTION .....</b>	<b>3</b>
<b>1.1. Purpose of this Document .....</b>	<b>3</b>
<b>1.2. Intended Audience .....</b>	<b>4</b>
<b>1.3. SLIP+ For States Staff Contact Information .....</b>	<b>4</b>
<b>2. ABOUT SLIP+ FOR STATES .....</b>	<b>4</b>
<b>3. TERMINOLOGY AND DEFINITIONS.....</b>	<b>5</b>
<b>3.1. General Definitions .....</b>	<b>5</b>
<b>3.2. SLIP+ Definitions .....</b>	<b>5</b>
<b>4. POLICY FILER RESPONSIBILITIES.....</b>	<b>6</b>
<b>5. SLIP+ REGISTRATION.....</b>	<b>7</b>
<b>5.1. Agent Registration .....</b>	<b>7</b>
<b>5.2. IPC Registration .....</b>	<b>7</b>
<b>6. SLIP+ FOR STATES SETUP .....</b>	<b>8</b>
<b>6.1. Log In .....</b>	<b>8</b>
<b>6.2. SLIP+ Home Page .....</b>	<b>9</b>
<b>6.3. SLIP+ Account Settings .....</b>	<b>9</b>
<b>6.4. SUBMITTING A POLICY .....</b>	<b>13</b>
<b>6.5. FILING AN ENDORSEMENT (ADDITIONAL PREMIUM, RETURN PREMIUM, CANCELLATION, REINSTATEMENT, OR RENEWAL).....</b>	<b>16</b>
<b>7. EDITING AND CORRECTING DATA .....</b>	<b>17</b>
<b>7.1. EDITING POLICY LEVEL DATA .....</b>	<b>17</b>
<b>7.2. Backouts: Correcting or removing Transaction Level Data .....</b>	<b>18</b>
<b>8. BATCH FILING.....</b>	<b>18</b>

<b>9. TRANSACTION IN QUESTION (TIQS).....</b>	<b>19</b>
9.1. Standalone Type 2Transaction (SA2) .....	19
9.2. Unbalanced return premium (URP) .....	19
9.3. Unbalanced Return Policy Fee (URF) .....	19
9.4. Tax Status 7 (TS7) .....	19
<b>10. SLIP+ REPORTS.....</b>	<b>20</b>
10.1. Billing Report.....	20
10.2. Transactions Report .....	21
10.3. Affidavits .....	21
<b>11. INVOICING AND PAYMENTS .....</b>	<b>22</b>
11.1. Invoicing Information.....	22
11.2. Payment Information .....	23
11.3. Tax and SLIP+ Transaction Fee Credits .....	24

## INTRODUCTION

### 1.1. PURPOSE OF THIS DOCUMENT

The purpose of this document is to provide guidance to policy filers reporting surplus lines policy data to SLIP+ for States. This document is intended to be a working document and will be updated as enhancements are added or removed. Any reproduction, distribution, transmission, publication, or use requires the prior written permission of the Florida Surplus Lines Service Office (FSLSO).

## **1.2. INTENDED AUDIENCE**

The intended audiences for this document are the policy filers reporting policy data for the state members utilizing the system. Those states are currently Colorado, Oklahoma, South Dakota, Tennessee, and Wyoming.

## **1.3. SLIP+ FOR STATES STAFF CONTACT INFORMATION**

### **Tiffany Andersen, Director of State Client Services**

Phone: (877) 267-9855 x113

Emails: [tandersen@slipplus.com](mailto:tandersen@slipplus.com)

Website: [www.slipplus.com](http://www.slipplus.com)

Address: 1441 Maclay Commerce Drive, Suite 200  
Tallahassee, FL 32312

### **Rachel Hoffman, State Client Coordinator**

Phone: (877) 267-9855 x131

Emails: [rhoffman@slipplus.com](mailto:rhoffman@slipplus.com)

Website: [www.slipplus.com](http://www.slipplus.com)

Address: 1441 Maclay Commerce Drive, Suite 200  
Tallahassee, FL 32312

### **Jimmy Pegues, State Client Analyst**

Phone: (877) 267-9855 x106

Emails: [jpegues@slipplus.com](mailto:jpegues@slipplus.com)

Website: [www.slipplus.com](http://www.slipplus.com)

Address: 1441 Maclay Commerce Drive, Suite 200  
Tallahassee, FL 32312

## **2. ABOUT SLIP+ FOR STATES**

[SLIP+ for States](#) is a service of the Florida Surplus Lines Service Office (FSLSO), a non-profit corporation chartered by the Florida State Legislature in 1997. SLIP+ was developed by the Florida Surplus Lines Service Office (FSLSO) for the reporting and taxation of surplus lines policies. SLIP+ is

comprised of two main components: a web-based policy filing software for agents, the SLIP+ for States, and the web-based management system for regulators, the Regulatory Administration Platform for Insurance Data (RAPID). SLIP and RAPID are technology solutions that provide user-friendly environments for policy submission, data management, tax calculation and reporting.

SLIP+ is the filing platform currently used by Colorado, Oklahoma, Tennessee, South Dakota, and Wyoming to collect policy data, facilitate compliance, invoice, and collect tax payments for their respective states. Agents and policyholders file policy data using SLIP+. Member states use the management system, RAPID, to review and regulate the surplus lines policy data reported by agents.

## 3. TERMINOLOGY AND DEFINITIONS

### 3.1. GENERAL DEFINITIONS

1. **Independently Procured Coverage (IPC)** – insurance procured directly by an insured from a non-admitted insurer as permitted by the laws of the Home State.
2. **Premium Tax** – with respect to surplus lines insurance or Independently Procured Coverage, any tax, fee, assessment, or other charge imposed by a government entity directly or indirectly based on any payment made as consideration for an insurance contract for such insurance, including premium deposits, assessments, registration fees, and any other compensation given in consideration for a contract of insurance.
3. **Reporting Entity** – an individual surplus lines licensee or any premium tax filer that holds a SLIP+ account in order to submit premium taxes to one or more of the participating states.
4. **Surplus Lines Insurance** – insurance procured by a Surplus Lines Licensee from a Surplus Lines Insurer as permitted under the law of the Home State.
5. **Surplus Lines Licensee** – an individual which is licensed in a state to sell, solicit or negotiate insurance on properties, risks or exposures located or to be performed in a state with non-admitted insurers.
6. **Transaction Fees** – fees to be paid to the Florida Surplus Lines Service Office (FSLSO) for providing SLIP+ services. The Transaction Fees are payable directly by the insured under Independently Procured Coverage or through a Reporting Entity on each transaction processed by FSLSO. Transaction Fees are refundable on returned or cancelled premium

### 3.2. SLIP+ DEFINITIONS

1. **Additional Premium Endorsement** – premium due to the carrier, over and above the initial premium stated in the declarations. Such premiums are charged for increased exposures, retrospective rate calculations, additional coverage, or premium audit.

2. **Backout** – a transaction used to reverse an erroneous filing.
3. **Cancellation** – termination of an insurance contract typically resulting in a return premium amount due to the insured from the carrier.
4. **Confirmation Number** – a system generated number given when a transaction has been submitted. This number consists of 13 alpha-numeric characters. A confirmation number only indicates the transaction has been submitted, not that the transaction has been accepted.
  - a. Accepted transactions begin with the letter “A,” and questioned transactions (or TIQs) begin with the letter “Q.”
5. **Financial Edit** – occurs when Transaction Level Data is changed on a transaction that was previously submitted. Financial Edits result in a backout transaction and a new transaction with the corrected data elements.
6. **New Business** – the origination of an insurance contract resulting in a premium amount due to an insurer from the insured.
7. **Policy Level Data** – data that is stored over the lifetime of the policy and may be edited without creating a Financial Edit. Policy Level Data does not have to be re-entered when filing an endorsement.
8. **Return Premium Endorsement** – excess premium amount due to the insured by the carrier. Examples include cancellation of coverage, a change endorsement resulting in a reduction of coverage in the original premium and an audit disclosing the actual earned premium as being less than the estimated premium.
9. **Renewal** – continuation of an insurance contract upon the expiration of the policy term.
10. **Reinstatement** – allows a previously terminated policy to resume active coverage.
11. **Transaction in Question (TIQ)** – a transaction that has not yet been accepted or invoiced by SLIP+ because it does not meet one or more of the business rules.
12. **Transaction Level Data** – data that is required for each transaction reported in SLIP+ or XML Batch. Transaction Level Data includes coverage code, tax status, transaction type, effective date, insurer, premium, and premium allocation (multistate only). Editing Transaction Level Data results in a Financial Edit.

## 4. POLICY FILER RESPONSIBILITIES

Policy filers utilizing the SLIP+ filing platform must comply with the following responsibilities:

1. The laws of the Home State of the insured determine the regulatory requirements for any surplus lines placement.
2. Colorado, Oklahoma, South Dakota, Tennessee and Wyoming, single and multistate transactions should be reported to SLIP+ via manual entry or batch filing (CSV or XML).
3. Remit applicable taxes and SLIP+ Transaction fees upon quarterly invoicing.

## 5. SLIP+ REGISTRATION

Each surplus lines agent or Independently Procured Coverage filer must register with SLIP+ for States prior to reporting policy data.

### 5.1. AGENT REGISTRATION

Policy filers will register as an agent if they or the person they represent holds a surplus lines agent license and is responsible for remitting the surplus lines taxes.

To register with SLIP+, go to the [SLIP+ website](#) and click the SLIP+ Login link or directly access [SLIP+ for States](#). On the SLIP+ login page, click *Register*, select the *Agent* radio button, and click the *Register* button to continue. Enter the following information and select the *Register* button upon completion.

#### Agent Registration Information

- Username
- National Producer Number
- First and Last Name
- Email Address
- Business Address
- Physical Address
- Phone Number

Once registration has been completed successfully, the email address entered during registration for the agent will receive an email with the SLIP+ username and a secure link to set the password for the account.

### 5.2. IPC REGISTRATION

## IPC Registration Information (Company)

- Company Name
- FEIN
- Username
- First Name
- Last Name
- Email Address
- Phone Number
- Mailing Address
- Physical Address

Policy filers will register as an IPC filer if they are the risk manager or policyholder and have directly procured surplus lines insurance.

To register with SLIP+, access the [SLIP+](#) website and click the SLIP+ Login link or directly access [SLIP+ for States](#). To complete the IPC registration process, follow the below instructions.

1. On the SLIP+ login page, click *Register*, select the *IPC* radio button, and click the *Register* button to continue.

## IPC Registration Information (Individual)

- Username
- First and Last Name
- Email Address
- Phone Number
- Mailing Address
- Physical Address

Select *Individual* or *Company*. This describes the entity in which the user is filing on their behalf. Next, enter the following information and select the *Register* button upon completion.

Once the registration data is successfully completed, the email address entered during registration will receive an email with the SLIP+ username and a secure link to set the password for the account.

## 6. SLIP+ FOR STATES SETUP

### 6.1. LOG IN

To log into SLIP+, enter the SLIP+ account username and password and click the *Login* button.

In the event of a forgotten password, the SLIP+ login page allows the user to request his or her password be reset by clicking the *Forgot Password* link, entering the email address associated with his or her account, and clicking the *Submit* button. The system will send a new secure link, used to set the account password to the email address associated with that account. Please note,



if your email address is associated with more than one SLIP+ account, you will need to contact the SLIP+ staff to reset your password.

The user can also view the SLIP+ Terms and Conditions on the login page. Upon logging into SLIP+ for the first time, all users will have to agree to the Terms and Conditions as well as complete the Non-Disclosure Agreement.

## 6.2. SLIP+ HOME PAGE

The SLIP+ Home page is the main screen of SLIP+. The username and policy filer associated with the account is displayed on the top right side of the menu bar. This is to ensure the user is logged into the correct account. The Home page is updated with pertinent information such as any new enhancements or upcoming events.

## 6.3. SLIP+ ACCOUNT SETTINGS

Access *Account Settings* by clicking the profile name at the top right of the menu bar, then select *Settings*.

The *Settings* page is used to:

- Manage the insurance companies that will appear in the drop-down menu when reporting a policy
- Manage the Lloyds Syndicates that will appear in the drop-down menu when reporting a policy where Lloyds of London is the policy insurer for Oklahoma policies
- Manage Master Policy data when submitting Master Policy certificates for Oklahoma policies
- Add and edit billing contact information
- Manager users designated by the reporting entity to report and access data on their behalf
- Add and edit State Agent Licenses
- Change your password

We recommend selecting all these settings prior to making your first filing in SLIP+. However, all of them can be updated (except for account password) from the Transaction Details page while submitting a filing.

### 6.3.1 PREFERENCES

#### 6.3.1.1. Insurer Assignment

The *Insurer Assignment* section allows users to manage insurance companies commonly used when reporting policies. Insurance companies on the *Selected Insurers* list will appear in the Insurers drop down box when filing a transaction in SLIP+. To add insurers to the

*Selected Insurers* list, click the SLIP+ Profile Name and then select the *Settings* menu item and follow the instructions below.

1. Highlight the insurer(s) in the *Available Insurers* box you wish to use.
2. Move the highlighted companies to the *Selected Insurers* box by clicking the single right pointing arrow. You may move all available insurers by using the double right arrow.
3. Once you have made your selections, click *Save*.

Removing insurers from the *Selected Insurers* list will remove them from the Insurers drop down box when filing a transaction in SLIP+. To remove insurers from the *Selected Insurers* list, click the SLIP+ Profile Name and then select the *Settings* menu item and follow the instructions below.

1. Highlight the insurer(s) in the *Selected Insurers* box you wish to remove.
2. Move the highlighted companies to the *Available Insurers* box by clicking the single left pointing arrow. You may remove all selected insurers by using the double right arrow.
3. Once you have made your selections, click *Save*.

**Note:** If an insurance company does not appear on the *Available Insurers* list, please contact the SLIP+ staff to request the insurer to be added.

### 6.3.1.2. Lloyd's Syndicate Assignment (Oklahoma Only)

The *Lloyd's Syndicate Assignment* section allows users to manage Lloyd's Syndicates commonly used, when reporting Oklahoma policies where Lloyd's of London is the insurer for a policy or a participating insurer on a layered policy. Syndicates on the *Selected Lloyd's Syndicates* list will appear in the Lloyd's Syndicate allocation tool when completing the syndicate allocation, a Lloyd's transaction in SLIP+ when Oklahoma is the home state. To add syndicates to the *Selected Lloyd's Syndicates* list, click the SLIP+ Profile Name and then select the *Settings* menu item and follow the instructions below.

1. Highlight the syndicate(s) in the *Available Lloyd's Syndicate* box you wish to use.
2. Move the highlighted syndicates to the *Selected Lloyd's Syndicates* box by clicking the single right pointing arrow. You may move all available syndicates by using the double right arrow.
3. Once you have made your selections, click *Save*.

Removing syndicates from the *Selected Lloyd's Syndicates* list will remove them from the Syndicate Allocation selection box when filing a transaction in SLIP+. To remove syndicates from the *Selected Lloyd's Syndicates* list, click the SLIP+ Profile Name and then select the *Settings* menu item and follow the instructions below.

1. Highlight the syndicate(s) in the *Selected Lloyd's Syndicates* box you wish to use.
2. Move the highlighted companies to the *Available Lloyd's Syndicates* box by clicking the single left pointing arrow. You may remove all selected syndicates by using the double right arrow.

3. Once you have made your selections, click *Save*.

**Note:** If a Lloyd's Syndicate does not appear on the *Available Lloyd's Syndicates* list, please contact the SLIP+ staff to request the syndicate to be added. Please know that per the Oklahoma OID, syndicates must be on the NAIC IID list to be added to the system.

### 6.3.1.3. Contacts

6.3.1.4. The *Primary Contact* is the individual who is the main point of contact for the registered broker account. This person will receive all communications regarding general notifications and submission responses and questions. To add/edit a primary contact, click the SLIP+ Profile Name and then select the *Settings* menu item and follow the instructions below.

1. Select the *Contacts* button and then select *Edit*.
2. Enter requested information and select the *Save* button upon completion.

6.3.1.5. The *Accounting Contact* is the individual who will receive quarterly tax and SLIP+ Transaction fee invoices from SLIP+. To add/edit an accounting contact, click the SLIP+ Profile Name and then select the *Settings* menu item and follow the instructions below.

3. Select the *Contacts* button and then select *Edit*.
4. Enter requested information and select the *Save* button upon completion.

\*It is important to ensure the accounting contact's email address is kept current as this is the point person the SLIP+ accounting department will contact for invoice or payment issues.

### 6.3.1.6. User Manager

6.3.1.7. The security structure of SLIP+ allows Reporting Entities to designate users to report data on their behalf. The Reporting Entity or a user assigned to the Administrator role may add additional users under the Reporting Entity's account and may designate different security roles for each SLIP+ user.

### 6.3.1.8. Add SLIP+ User

1. To add a new SLIP+ user, access *Account Settings* by clicking the profile name at the top right of the menu bar, then select *Settings*.
2. Select *User Manager*
3. Click the *Add New User* button and enter the *User Details* in the required fields.
4. Select the appropriate security role for the new user from the *Security Information* radio buttons.

- a. The *Administrator* role provides access to all areas of SLIP+. This role allows the user to add, edit and view all policy data, and add, delete, or edit SLIP+ user accounts.
  - b. The *Edit & View* role allows the user to add, edit, and view policy data. This role prohibits adding or deleting SLIP+ user accounts.
  - c. The *View* role restricts the user's ability to input or edit data.
5. Click the *Save* button. A *Task Accomplished* window will display and you may select *Okay* to proceed. SLIP+ will send the new user a system generated password to the email address provided. This password can be changed in the *User Manager* page, accessed through *Account Settings* after the user's initial log in.

#### 6.3.1.9. Update SLIP+ User

The following are the instructions for updating an existing SLIP+ user:

1. To update a SLIP+ user, Access *Account Settings* by clicking the profile name at the top right of the menu bar, then select *Settings*.
2. Select *User Manager*
3. Select the User, make the necessary modifications and click *Save*.
4. A notification will appear and indicate if the update was successful.

#### 6.3.1.10. Delete SLIP+ User

Only SLIP+ users with the Administrator role can delete a user. Follow the instructions below to delete a SLIP+ user account.

1. To delete a SLIP+ user, access *Account Settings* by clicking the profile name at the top right of the menu bar, then select *Settings*.
2. Select *User Manager*
3. Click the *Delete User* button to the right of the User listed and select *OK* on the message warning to successfully delete the user.
4. A notification will appear and indicate if deletion was successful.

**Note:** A user with administrative permission may change any of the information for users associated with the Reporting Entity's account, except for changing user passwords. Only users may change their own passwords. Individual users without the administrator permission can edit their individual contact information without the administrator's permission, but do not have access to edit data for the administrator or other user accounts.

## 6.3.1.11. STATE AGENT LICENSES

State license numbers can be added at the time of registration in SLIP+ and later using the *State Agent Licenses* page under Settings.

1. To add an agent's state license number, access *Account Settings* by clicking the profile name at the top right of the menu bar, then select *Settings*.
2. Select *State Agent Licenses*
3. Click the *Add State License* button.
4. Select the state from the list and enter the corresponding state agent license number, then click *Save*.
5. A notification will appear and indicate if license addition was successful.

For any updates required for existing state license numbers you can contact the SLIP+ staff at [info@slipplus.com](mailto:info@slipplus.com) or 877-267-9855.

## 6.3.1.12. CHANGE PASSWORD

1. To change the SLIP+ login password, access *Account Settings* by clicking the profile name at the top right of the menu bar, then select *Settings*.
2. Select *Change Password*.
3. Enter the old password and then enter and confirm the new password, then click *Save*.
4. A notification will appear and indicate if the password change was successful.

## 6.4. SUBMITTING A POLICY

To file a policy for Colorado, Oklahoma, South Dakota, Tennessee, or Wyoming, go to the *Filings* tab, then select *New Policy* from the menu. Follow the instructions below to report a policy.

**Note:** All business for Colorado, Oklahoma, South Dakota, Tennessee, and Wyoming need to be reported to the SLIP+ system reporting 100% of the premium to the home state. No allocation required.

### POLICY INFORMATION

Policy Level Data is stored and does not have to be re-entered when filing an endorsement. Users can also edit this information. The following fields are required for each new or renewal policy entered in SLIP+.

1. Select the state. Currently, Colorado, Oklahoma, South Dakota, Tennessee, and Wyoming are utilizing SLIP+ to collect policy data.
2. Enter the effective date of the policy.
  - a. Colorado policies issued or renewed on or after January 1, 2025.
  - b. Oklahoma policies issued or renewed on or after January 1, 2024
  - c. South Dakota policies issued or renewed on or after January 1, 2013
  - d. Tennessee policies issued or renewed on or after October 1, 2014
  - e. Wyoming policies issued or renewed on or after April 1, 2013
3. Enter the policy details applicable to the selected state.
4. Click the *Next* button to proceed to the transaction information.

## 1. TRANSACTION INFORMATION

Transaction Level Data is entered for all new policies and endorsements. Editing Transaction Level Data results in a Financial Edit (see Definitions 3.2.5). The following fields are required for each single state transaction entered in SLIP+.

### 1. Coverage Code

- a. Select the coverage code from the drop-down menu.
  - i. [SLIP+ for States Coverage Codes](#)

### 2. Tax Status

- a. The tax status is what determines if taxes and the SLIP+ Transaction Fee will be assessed. There are three possible tax statuses in the system:
  - i. Tax Status 0 – Taxable. Taxes and SLIP+ fees are charged.
  - ii. Tax Status 6 – Non-Taxable Coverage. The states have determined what coverages in their state are tax exempt. This is automatically populated for those specific coverages based on the selected home state.
  - iii. Tax Status 7 – Non-Taxable Insured. Any transaction can be submitted with a tax status of 7. However, each transaction submitted with this tax status will be reviewed by SLIP+ staff and the insured will be approved as tax exempt by the regulators of the selected home state.

### 3. Transaction Type

- a. Select the transaction type from the drop-down menu. The transaction types for new policies are as follows:
  - i. Type 1 – New Business
  - ii. Type 5 – Renewal

## 4. Effective and Expiration Date

- a. The effective date entered on the previous screen will appear in the effective date field. The expiration date will automatically prefill with a date 365 days from the effective date. If the policy term for the policy you are entering is shorter or longer than one year, you can change the expiration date.

## 5. Insurer & Lloyd's Syndicates

- a. Select the insurer from the drop-down menu. Only insurers added to the *Selected Insurers* list in the *Insurer Assignment* section of the *Settings* tab under *Preferences* will display in the drop-down list. If the insurer listed on the policy is not available in the drop-down menu, they may be added by selecting the *Modify My Insurer List* link and following the steps outlined in the Insurer Assignment section of this manual.
- b. If submitting an Oklahoma policy where Lloyd's of London is the insurer, you will be required to submit the Syndicate allocation for the transaction. You will need to click on the *Modify My Lloyd's Syndicates List* link to add the needed syndicates. Once you have done that, enter the associated premium and policy fee(s) for each participating syndicate.

## 6. Premium

- a. Enter the premium amount for the transaction. Do not use dollar signs (\$) or commas (.). The premium should not include surplus lines taxes, fees, assessments, or the SLIP+ Transaction fees. These charges will be calculated by SLIP+ based on the premium amount entered by the user.

## 7. Policy Fees

- a. Colorado, Oklahoma, South Dakota, Tennessee, and Wyoming all require that policy fees be reported and are considered taxable premium.

## 8. Master Policy Data – Oklahoma Only

- a. Oklahoma requires that individual certificates be submitted for Master Policies. When doing this, you will need to select that Yes, a policy is part of a Master Policy. Then the screen will refresh to display the section where you will need to select the Master Policy Insured Name and Policy Number. If the needed Master Policy is not displayed, you will need to follow the instructions in the Set-Up section of this manual.

## 2. REVIEW & COMPLETE

Prior to filing the policy and transaction information, SLIP+ will display the *Review* page. This page allows the user the opportunity to review policy and transaction data for accuracy.

The user may edit incorrect data by selecting the *Edit* button. When the data has been reviewed and is correct, click the *Submit* button. A *Task Accomplished* window will display, select *Okay* to proceed.



### 3. **CONFIRMATION OF FILING**

Following the submission of the policy and transaction data, the *Policy Search* screen displays your newly reported policy information and transaction details.

In the *Transaction Details* section, the confirmation number for the new business or renewal transaction is displayed. The confirmation number is proof that the filing was received by SLIP+.

The confirmation number indicates whether the transaction has been accepted or questioned. Confirmation numbers that begin with the letter “A” are accepted while those starting with the letter “Q” are questioned because they did not meet one or more system business rules. Confirmation numbers beginning with “Q” denote transactions in question (TIQs). For more information on TIQs, refer to the Transactions in Question section of this manual.

## **6.5. FILING AN ENDORSEMENT (ADDITIONAL PREMIUM, RETURN PREMIUM, CANCELLATION, REINSTATEMENT, OR RENEWAL)**

To file an endorsement on a new or renewal policy previously reported in SLIP+, follow the instructions below:

1. From the *Filings* tab, select *Search & Manage Policies*.
2. Enter the policy number or the insured name to search for the original policy filing.
3. There are two ways to file an additional transaction on a policy, click *Add Endorsement* to the right of the correct policy or click the policy from the search list and click *Add Transaction*.
4. Select the appropriate coverage code and click *Next*. You have the option of selecting the same coverage code as the new transaction, or you may select a different coverage code by choosing *Add New Code*.
5. Select the transaction type. The transaction type will determine whether the transaction is a positive premium transaction or a negative premium transaction.
  - a. Additional Premium – endorsements adding coverage or premium to the policy.
  - b. Return Premium – endorsements reducing coverage or refunding premium on the policy.
  - c. Cancellation – the termination of an insurance contract typically resulting in a refund of premium to the insured.
  - d. Renewal - the conditions of a previous policy remain in effect for another specified period.
  - e. Reinstatement – allows a previously terminated policy to resume active coverage.



**Note:** A reinstatement transaction can only be filed after a policy has been cancelled and there is time out of force. The reinstatement effective date cannot occur on or prior to the cancellation effective date. If the reinstatement effective date is the same as the cancellation effective date and there has been no time out of force, simply edit the expiration date and backout the cancellation transaction.

6. Enter the effective date of the transaction (i.e., endorsement effective date).
7. Select the insurer from the drop-down list.

**Note:** To enter a layered policy where all layers have the same policy number, complete the transaction information including the first insurer and the premium written by that insurer. Submit the transaction, and then click *Add Transaction* and repeat the steps for filing an endorsement using the second insurance company and premium written by that insurer. Repeat this process for all insurers on the policy.

\*If you report a layered policy for Oklahoma and Lloyd's of London is a participating layer, you will still need to provide the syndicate allocation for that layer.

8. Enter the premium, plus all taxable policy fees, and the premium allocations by state (multistate only).
9. Click the *Review* button.
10. When the data has been reviewed and is correct, click the *Submit* button. A *Task Accomplished* window will display, select *Okay* to proceed.

## 7. EDITING AND CORRECTING DATA

Since data entry errors can occur, SLIP+ allows users to correct policy and transaction information once a transaction has been filed for both multistate and single state.

### 7.1. EDITING POLICY LEVEL DATA

Follow the instructions below to edit Policy Level Data.

1. From the *Filings* tab, select *Search & Manage Policies*.
2. Search for the policy by entering the search criteria or simply clicking *Search* to view all policies submitted by the Reporting Entity.
3. Select the *Edit* icon to the right of the policy information.
4. In the *Policy Information* section, make the necessary changes, then click the *Save button*
5. A notification will appear and indicate if the change was successful.

## 7.2. BACKOUTS: CORRECTING OR REMOVING TRANSACTION LEVEL DATA

Follow the instructions below to correct Transaction Level Data.

1. From the *Filings* tab, select *Search & Manage Policies*.
2. Search for the policy by entering the search criteria or simply click *Search* to view all policies submitted by the Reporting Entity.
3. Select the *Edit* icon to the right of the policy information.
4. In the *Transaction Details* section, click the *Edit* button on the right of the transaction you want to correct or backout.
5. For transaction edits, make the necessary changes and click *Review*.
6. When the data has been reviewed and is correct, click the *Submit* button. A *Task Accomplished* window will display, select *Okay* to proceed.
7. For backout transactions, a confirmation message will be displayed. Click *Ok* to proceed.
8. A notification will appear and indicate the change was successful.

The reversing (backout) and correcting transactions will now be displayed in the *Transaction Details* section of the policy screen. Click the *Exclude Backouts* button to hide the original and backout transactions.

## 8. BATCH FILING

SLIP+ provides policy filers with the ability to report a high volume of policies in a single submission. SLIP+ allows the user to upload multiple policies in batches using an XML or CSV based format.

Many agency management systems provide the capability to export the required data elements in a manner that can be easily converted to the SLIP+ XML or CSV format. SLIP+ users can retrieve the batch documentation for both formats from the Batch Filing page in SLIP+ for States. The Batch Filing module can be found under the *Filings* tab, then *Batch Filings* page.

Testing for batch files can also be done in SLIP+ now. Once you have a file created based on the file format of your choice, you will upload the file on the *Test Filing* tab in SLIP+. Once you have a test file uploaded with an Accepted submission response, your account will automatically be granted permissions to submit policy data on the *Production Filing* tab. Please know that you will have to do this for both file formats if you wish to use both.

For any questions related to batch filing, please contact our staff at [TechSupport@slipplus.com](mailto:TechSupport@slipplus.com).

## 9. TRANSACTION IN QUESTION (TIQS)

A TIQ is defined as a transaction that has not yet been accepted by slip+ because it does not meet one or more of the system business rules. Questioned transactions denoted with a “q” at the beginning of the confirmation number, the transaction is highlighted in yellow in slip+, and there is a question mark tool tip that tells you why the transaction is questioned.

There are four types of TIQs that can occur when submitting a transaction in slip+: a standalone transaction (SA2), an unbalanced return premium (URP), an unbalanced return policy fee (URF), and tax status 7 (TS7).

### 9.1. Standalone Type 2 Transaction (SA2)

A *Standalone Type 2 Transaction (SA2)* TIQ is an additional premium, return premium, or cancellation endorsement that was filed without a preceding new business or renewal transaction. This TIQ can occur either by filing the endorsement without the new business or renewal transaction, or by reversing the new business or renewal transaction without reversing the endorsement.

### 9.2. Unbalanced return premium (URP)

An *Unbalanced Return Premium (URP)* TIQ occurs when a return premium or cancellation transaction is filed with a premium that is greater than the total premium submitted for the policy.

### 9.3. Unbalanced Return Policy Fee (URF)

An *Unbalanced Return Policy Fee (URF)* TIQ occurs when a return premium or cancellation transaction is filed with policy fees that are greater than the total policy fees submitted for the policy.

### 9.4. Tax Status 7 (TS7)

A *Tax Status 7 (TS7)* TIQ is a new business or renewal transaction that has been submitted using tax status 7. Tax status 7 was created for tax exempt insureds. These TIQs can only be accepted by SLIP+ staff. When a transaction is TIQed as TS7, SLIP+ staff will reach out to the regulatory state to verify that the insured is exempt and accept the TIQ. There is no action by the agent that needs to be taken to have the TIQ accepted.

Transactions in question must be corrected before the transactions can be accepted and invoiced. To view the questioned transactions for the reporting entity, go to the *policy* tab, and click *Manage TIQs*.

## 10. SLIP+ REPORTS

### 10.1. BILLING REPORT

The Billing Report provides a list of transactions filed and invoiced for the reporting quarter for the Reporting Entity.

The *Billing Report* displays all transactions filed and invoiced for a selected quarter. The *Billing Report* provides the details for the quarterly tax and SLIP+ Transaction fee invoices.

**Note:** URP and UFP TIQs are not invoiced and will not be included in the Billing Report until they have been corrected and accepted by the system. To generate a *Billing Report*, follow the below instructions.

5. From the *Reports* tab select *Billing Report* from the drop-down menu.
6. From the *Reports* tab select *Billing Report* from the drop-down menu.
1. From the *Reports* tab select *Billing Report* from the drop-down menu.
2. Select the quarter, the state, and report format type.
3. Click *Download*.

The *Billing Report* is divided into four sections.

#### Tax Invoice

The policy filer's tax invoice is the first page of the *Billing Report*.

#### Section A: Transactions

The transactions section displays all transactions filed and invoiced for the reporting quarter. This section is sorted by submit date in ascending order.

#### Section B: Corrections

The corrections section displays all transactions invoiced in a prior period that required a change in the tax or fee amount in the current reporting quarter. This section is sorted by submit date in ascending order.

#### Section C: Current Period Summary Assessment Totals

The current period summary assessment totals section sums the totals of Section A and Section B.

## 10.2. TRANSACTIONS REPORT

The *Transactions Report* provides a list of transactions submitted by the policy filer during a specified submission date range. To generate a *Transactions Report*, follow the instructions below.

1. From the *Reports* tab select *Transactions Report* from the drop-down menu.
2. Select the home state.
3. Select *Submit Date* or *Effective Date* for report basis.
4. Enter the date range and select the report type.
5. Click *Download*.

The transactions displayed are sorted by submit date in ascending order.

**Note:** If policies have been transferred between two agents, the transactions will only appear on the *Transactions Report* of the agent that is the owner of the policy at the time the report is run.

## 10.3. AFFIDAVITS

The Affidavit Report is currently available for Colorado, Oklahoma, Tennessee, and Wyoming only. All Surplus Lines Licensees who submit business for Colorado, Oklahoma, Tennessee, or Wyoming during a calendar quarter are required to submit a quarterly affidavit electronically in SLIP+. To submit the affidavit, follow the instructions below.

1. From the *Reports* tab select *Affidavits*.
2. Select the state and year and quarter from the drop-down menus. The year and quarter selection are for the reporting period for the affidavit.
3. The affidavit screen will populate with the legal language for the selected state and the name of the Surplus Lines Licensee. Check the *I acknowledge and agree to the above terms and conditions* box.
4. Click *Submit*.

The page will display in blue font “*You have successfully submitted your affidavit.*” To print your submitted affidavit, click the *Print* button. A subsequent browser window will display the affidavit where the user can print to their network printer. Previously submitted affidavits are available for print at any time.

## 11. INVOICING AND PAYMENTS

### 11.1. INVOICING INFORMATION

#### 1. QUARTERLY INVOICING SCHEDULE

Taxes and the SLIP+ Transaction fees are invoiced quarterly on the following schedule:

**Colorado Tax, Tennessee Tax, South Dakota Tax, Wyoming Tax, and SLIP+ Transaction Fee:**

Filings Received During	Invoices Issued	Payments Due
January 1 - March 31	April	May 15 <sup>th</sup>
April 1 - June 30	July	August 15 <sup>th</sup>
July 1 - September 30	October	November 15 <sup>th</sup>
October 1 - December 31	January	February 15 <sup>th</sup>

**Oklahoma Tax:**

Filings Received During	Invoices Issued	Payments Due
January 1 - March 31	April	April 30 <sup>th</sup>
April 1 - June 30	July	July 31 <sup>st</sup>
July 1 - September 30	October	October 31 <sup>st</sup>
October 1 - December 31	January	January 31 <sup>st</sup>

### QUARTERLY INVOICING TYPE AND LOCATION

Each quarter, utilizing the invoice schedule above, SLIP+ issues invoices for taxes and SLIP+ Transaction fees. These invoices are made available to customers in the following locations:

Invoice Type	Invoice Location
State Tax	The invoice is the first page of the Billing Report; this report is delivered to the SLIP+ Inbox and can be viewed on the View Invoices page.
SLIP+ Transaction Fee	Delivered to the SLIP+ Inbox and can be viewed on the View Invoices page.

Billing Reports are delivered to the SLIP+ Inbox or can be found under the *Reports* tab after quarterly invoices are issued.

## 11.2. PAYMENT INFORMATION

### 1. TAX PAYMENTS

Taxes for Colorado, Oklahoma, South Dakota, Tennessee, and Wyoming must be paid via ACH transaction in SLIP+. **Please provide your bank with the ACH Company IDs listed below prior to submitting the payment online. Failure to do so may result in returned payments. ACH payments may take up to 48 business hours to post to your account.**

To make payments via ACH in SLIP+, go to the *Invoices & Payments* tab and select *Pay Invoices*. Click the *Select to Pay* check box next to the applicable invoice(s), select an existing bank account or enter new bank account information, and click *Pay*.

The ACH information for single state tax payments is listed below:

State	Invoice Type	Payment Type	ACH Company ID
Colorado	Taxes	ACH Only	Company ID: 9STOFOKDBT Company Name: STATE OF COLORADO
Oklahoma	Taxes	ACH Only	Company ID: 9STOFOKDBT Company Name: State of Oklahoma
South Dakota	Taxes	ACH Only	Company ID: 1466000334 Company Name: SD DLR-DIV OF INS Description: SURPLSLNES
Tennessee	Taxes	ACH Only	Company ID: V626001445 Company Name: Tennessee DCI
Wyoming	Taxes	ACH Only	Company ID: A830208667 Company Name: Wyoming Insurance Department

### 2. SLIP+ TRANSACTION FEE PAYMENTS

SLIP+ Transaction fees can be paid via ACH transaction in SLIP+ or by check. ACH payments may take up to 48 business hours to post to your account.

To make a payment via ACH in SLIP+, click the *Pay Invoices* under the *Invoices & Payments* tab in SLIP+. Click the *Select to Pay* check box next to the applicable invoice(s), select an existing bank account or enter new bank account information, and click *Pay*.

The ACH information and check payment information for SLIP+ Transaction fee payments are listed below:

Invoice Type	ACH Payment ID	Check Payment	Overnight Check Payment
SLIP+ Transaction Fee	Company Name: FLORIDASP Company ID: 1593501857	Florida Surplus Lines Service Office, Inc. P.O. Box 532301 Atlanta, GA 30353-2301	BMO Lockbox - #532301 100 Southcrest Dr. Stockbridge, GA 30281

## 11.3. TAX AND SLIP+ TRANSACTION FEE CREDITS

Credit invoices issued may only be offset by future invoices for the same taxes. For example, a credit invoice for South Dakota Tax may only be applied against another South Dakota Tax invoice. Outstanding credits should be rolled forward a minimum of one quarter prior to requesting a refund.

For SLIP+ Transaction fee credits the SLIP+ accounting staff will apply credits and email a statement to the billing contact with the remaining balance due, if applicable.

To apply credits or request a refund of taxes or the SLIP+ Transaction fee, please contact the SLIP+ staff at 877.267.9855, option 2, or by email at [accounting@slipplus.com](mailto:accounting@slipplus.com).