

CHECKLIST FOR SUBMITTING ITEMS TO THE STAMPING OFFICE

- Verify the policy number – must be exactly the same on all forms & endorsements
- Verify the insured's name
- Verify the company name is complete (as shown on the Surplus Lines Insurers List)
- Verify the percentage of participation totals 100%, if you have multiple securities
- Verify the syndicate name is complete (as shown on the Surplus Lines Insurers List) if all or part of the coverage is through Underwriters at Lloyd's
- Verify all dates are correct
- Make sure the guaranty fund nonparticipation statement, showing the appropriate tax rate, appears on all policies, cover notes, binders, renewal certificates and date extensions
- If applicable, complete the allocation form for Other States or Exempt premium. Place it in front of the item.
- Provide EC (extended coverage) territory or city and county where risk is located on policies or binders with property coverage
- Verify the coverages and premiums shown on the dec page match the attached coverage parts and schedules
- Verify premium, tax and stamping fee are shown separately on all applicable items
- Verify legibility of the item
- Check to see if your batches need to be numbered
- Make sure each batch has 2 copies of the Transmittal and Verification Slip
- Make sure there are no more than 20 items in each batch
- Verify each Transmittal and Verification Slip is completely filled out, showing the surplus lines agency or agent name, surplus lines license number, contact name and phone number. The name and license number must be the same as shown on the surplus lines license.
- Verify the name and address of the procuring surplus lines agency or agent is shown on the declaration page of the policy. This name must be the same as shown on the surplus lines license.
- Even though the Complaint Notice is not required on items sent to SLSOT, it must be included with the Insured's copy of policies, binders, cover notes, etc.