



Date À

Broker/AgentÀ

AddressÀ

Re:À

Policy No:

Term:

State:

Dear :

The captioned policy was written through your office on a surplus lines basis. It is the resident or non-resident surplus lines broker's or agent's responsibility to arrange for the payment of the state surplus lines tax in accordance with applicable state regulations.

The resident or non-resident surplus lines broker or agent is the broker or agent who: 1) will be responsible for the payment of the surplus lines tax, and 2) holds a resident or non-resident surplus lines license in the state where the Named Insured is located and where the taxes will be paid.

Please have the bottom portion of the letter completed and signed, and then returned to us for our records within thirty (30) days.

In the case of New Jersey insureds, please provide the transaction number as well.

Sincerely,

S/L Agent's Name: _____

S/L Agent's Address: _____

S/L Agent's License Number: _____

State in which S/L Taxes Were Filed: _____

NJ Transaction Number: _____

By: _____