



The Surplus Line  
Association of California

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12667 Alcosta Boulevard  
Suite 450  
San Ramon, CA 94583

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275 Battery Street  
Suite 750  
San Francisco, CA 94111

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P 415.434.4900

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[slacal.com](http://slacal.com)

December 13, 2018

**Bulletin #1360-A**

**RE: Amendment to Mandatory Electronic Filing Bulletin #1360**

This bulletin is being issued as an amendment to Bulletin #1360, which instituted mandatory electronic filing starting January 1, 2019. After considering feedback from our members and further review, the California SLA will continue to accept California surplus lines filings in 2019 received via hard copy paper.

At the California SLA, we realize that filing through an Internet portal may be a burden or cumbersome for some of our members, and we want to facilitate compliance in the most efficient way possible for everyone, while remaining compliant within the law. Filing through our SLIP Broker Portal provides the greatest speed, accuracy and security, and we encourage you to do so. However, we recognize that there may be some limited or unique situations that might recommend a different approach. For your convenience, the subsequent pages in this bulletin contain the procedure for sending us your California surplus lines filing manually.

We appreciate your cooperation and ongoing compliance. Feel free to call (415) 434-4900 or email [support@slacal.org](mailto:support@slacal.org) with any questions or assistance you may need.

Sincerely,

Michael Caturegli  
Senior Vice President, Data Analysis and Technology  
Surplus Line Association of California



## Procedure for Manual Filing of California Surplus Lines Documents and Forms

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The most efficient, timely, and accurate way is to file your submissions electronically with the SLA. You can make electronic filings through our Surplus Lines Information Portal ([SLIP](#)). It is safe, secure, fast and easy. With [SLIP](#), you can access your account history, check the status of filings, access reports and respond to tags. You can also create new policies, renewals and endorsements all within the portal, as well as have your submissions processed faster by the SLA.

Our goal is to have 100% of our members file through [SLIP](#); however, if you are unable to file electronically, we ask that you help us understand the reason you are unable to use our SLIP portal. If there are any business, system or IT limitations preventing you from filing electronically, we'd be happy to assist you however we can. Comments can be sent to [support@slacal.org](mailto:support@slacal.org), and every suggestion and comment will be closely considered.

If you do need to file using paper, here is a reminder of our existing procedures for filing "manually":

1. For each submission you must provide a [coversheet](#).
  - a. A coversheet will include in the following order:
    - i. Broker name and SLA broker number
    - ii. Submission date
    - iii. Contact person
    - iv. Late filing explanation, if applicable
    - v. Total number of items in the submission
    - vi. Total premium for all items in the submission
  - b. Coversheets should **NOT** exceed **50** items.
    - i. If you have more than 50 items, please submit the additional items in a separate coversheet with all the requirements listed above.
    - ii. Here is an example of a [coversheet, which you can download as a template](#).



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2. Every item listed in the [coversheet](#) must contain the following information:
  - a. Name of the insured
  - b. Policy number
  - c. Invoice date
  - d. Total taxable premium
  - e. Calculated stamping fee
  - f. Exempt commercial purchaser (ECP)/commercial insured status
  - g. Premium percentage allocated to California exposure
  - h. Transaction type (new, renewal, endorsement, cancellation, extension)
3. Submission documents must appear in the same order as the coversheet and should be collated by item in the following order:
  - a. New Business
  - b. Renewals
  - c. Endorsements
  - d. Extensions
  - e. Audits
4. The document order for each transaction is as follows:
  - a. Declaration page, binder, or certificate
  - b. Any supporting documents clarifying coverage, limits, etc. This would include syndicate lists
  - c. Signed and dated SL1 form
  - d. Signed and dated SL2 form (when applicable).

To avoid late filing tags, you must file all submissions within **60 days of the effective date of the policy.**

**Where should documents be sent to the SLA?**

Mail through the USPS or courier to:

Surplus Line Association of California  
Attn: Data Analysis Filing Department  
12667 Alcosta Boulevard, Suite 450  
San Ramon, CA 94583

