

SLTX PRESENTS:

Best Practices to Avoid Late Filing



Label the Issue Date

IF APPLICABLE, PLEASE ENTER POLICY ISSUE DATES

A filing is late after 60 days from the effective date or issue date, whichever is later. The SLTX Late Filing Report determines the latter of the two dates, but if you do not provide an issue date then the 60-day filing requirement can only be applied to the effective date. **It is in your best interest to provide an "issue date" whenever possible, especially if the issue date (or date received) is later than the policy's effective date.** A date stamp showing when the policy was received in your office will be accepted. You may also provide the date that a policy or binder was received via electronic transmission.

Replace Your Binders

IT IS IMPERATIVE TO REPLACE YOUR BINDERS

File a binder before a policy is issued. The policy must be submitted to replace the binder. If the policy is issued within the 60-day filing requirement, the binder does not have to be filed. If the binder is filed, it must meet the same requirements as a policy and must be replaced when the policy is issued.



Double Check the Policy Checklist

ANY MISSED ITEMS MAY RESULT IN AN UNPROCESSED POLICY

Review the [SLTX Policy Checklist](#) which outlines what materials must be included in order to file a policy. There are also instructions on [How to File](#) policies on our website.

Respond to Errors

ERRORED ITEMS ARE NOT COMPLETE UNTIL CORRECTED

Items submitted with errors are **NOT** filed until corrected. Please correct errors in a timely manner to avoid the possibility of late filing. If filing by mail, please include tags that were assigned to the errored policy.

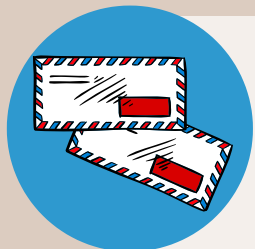


Mail in Your Policies if Needed

IN THE EVENT OF ONLINE FILING ISSUES, SEND US MAIL

If necessary, please mail your items to SLTX for filing. Please notify SLTX if mail services will be used. Additional steps can be found on our [website](#) for further instruction on filing through the [mail](#).

SLTX Address: 805 Las Cimas Parkway STE. 300, Austin, Tx 78746



In the Event of A Late Filing...

Rule Changes Effective 12/30/2018

Pursuant to the Texas Insurance Code & Texas Administrative Code:

Surplus lines insurance policies must be filed with SLTX no later than the 60th day after the effective date or the issue date of the policy, whichever is later. **Policies that are filed after the 60th day are considered late.** ([TIC Sec. 981.105](#))

If a broker receives notice that a policy was filed late and believes that the notification was made in error, and cannot make the correction in the system, the broker may request an [adjustment](#). **Adjustments can be requested 90 days after the report date or February 15 of the following year, whichever is earlier.** Adjustments are considered in accordance with the dispute resolution process found in [28 TAC, 15.114](#).

The following brokers who do not meet filing deadlines may also be subject to enforcement by TDI:

- Brokers who file surplus lines policies **on or after the 365th date after the policy effective or issue date**
- Brokers who file surplus lines policies **after the 180th but before the 365th day** after the policy effective or issue date, and **have filed more than 2 percent of policies late in the previous calendar year**
- Brokers who fail to pay fees assessed on late policies within **30 days**

TDI will provide notice to each broker of any fee assessed no later than June 15 of each year, and brokers must pay the fee assessed by the 30th day after the date of notice.