

INSTRUCTIONS FOR FILING THE VIRGINIA SURPLUS LINES BROKERS ANNUAL ASSESSMENT REPORT

Please read and follow these instructions carefully. Questions regarding the annual assessment report may be directed to the Administrative Revenue Management Division at (804) 371-9399.

1. Filing of the annual report is required by every surplus lines broker even if you sold no policies.
2. Payments are recorded using the brokers Virginia license number and the Form I.D. When payments are posted to the wrong Virginia license number, penalties and interest could result during the annual assessment report audit. **NOTE: The annual assessment report is pre-filled with the license number and name of the broker. The pre-filled data should not be modified.**

MODIFIED ANNUAL ASSESSMENT REPORTS WILL BE RETURNED WITH ANY PAYMENT THAT WAS SUBMITTED. RETURNED REPORTS AND PAYMENTS POSTMARKED AFTER THE DUE DATE WILL BE CONSIDERED LATE AND SUBJECT TO the penalties prescribed in § 38.2-406 of the Code of Virginia, which include a fine of \$50 for each day's failure to submit the report (even if no business was transacted) and 10% of the assessment amount owed plus interest.

3. The annual assessment report **must** be dated and signed by the Surplus Lines Broker or an agency officer. Line 2 BOI Maintenance Assessment Due, must equal the check submitted with the form. Checks may not be postdated.

SEND ONE CHECK FOR EACH REPORT.

4. Assessment reports and payments are considered timely filed if postmarked on or before midnight of the due date. If the due date falls on Saturday or Sunday, the following Monday is considered timely filed. **NOTE: Assessment reports and payments stamped by an individual metering machine that does not reflect a postmark date will be recorded on the date received and you will be subject to penalties and interest if received after the due date.**

5. **ALL FORMS ARE TO BE MAILED TO THE FOLLOWING LOCKBOX ADDRESS:**

Regular Mail:

State Corporation Commission
SLB Insurance 1
P.O. Box 759270
Baltimore, MD 21275-9270

Overnight Mail:

State Corporation Commission
SLB Insurance 1
Lockbox 759270
7175 Columbia Gateway Drive
Columbia, MD 21046

6. **CONTACT INFORMATION:** Please keep contact information updated to ensure receipt of changes or updates to these instructions. We use the mailing address provided on your license application.