



# IMPORTANT INFORMATION

## FOR SURPLUS LINES PRODUCERS

### DEPARTMENT OF INSURANCE CONTACT INFORMATION

Email: [agent@doi.idaho.gov](mailto:agent@doi.idaho.gov)

Web Site: [www.doi.idaho.gov](http://www.doi.idaho.gov)

**Idaho Department of Insurance**

700 W State St Fl 3

Phone: 208/334-4339

PO Box 83720

Fax: 208/334-4398

Boise, ID 83720-0043

**SIGN UP** ON OUR WEBSITE TO RECEIVE THE DEPARTMENT'S LATEST NEWS, NOTICES AND BULLETINS!!!

**\*Keep this document in electronic format to preserve the links\***  
**Check the website occasionally for updated versions of this form.**

### IMPORTANT SURPLUS LINES BULLETIN

- Attached to this document you will find <http://www.doi.idaho.gov/DisplayPDF2.aspx?Id=2026> which contains amendments to the Idaho Surplus Lines Law, [Title 41, Chapter 12](#). Please read it carefully and thoroughly.

### HOW TO OBTAIN A LIST OF ELIGIBLE SURPLUS LINES CARRIERS

- From [www.doi.idaho.gov](http://www.doi.idaho.gov): Click on "Look up a Company or Agent" and search by company type for Surplus Lines Insurers.
- From [www.idahosurplusline.org](http://www.idahosurplusline.org): Click on "Insurers"

### IMPORTANT IDAHO CODE, RULES, AND REFERENCES

- [Title 41, Chapter 12](#) - Unauthorized Insurers and Surplus Lines
- [IDAPA Rule 18.01.17](#) – Delegation of Responsibility
- [IDAPA Rule 18.01.18](#) – Open Lines for Export
- [IDAPA Rule 18.01.65](#) – Rules of the Surplus Lines Brokers

### IDAHO SURPLUS LINE ASSOCIATION (SLA):

- A letter is sent by the Idaho Department of Insurance to the Idaho Surplus Line Association notifying them of your licensure in Idaho.
- They will contact you with important information regarding the duties/conditions of your license.
- All brokers must file an electronic affidavit for each Idaho surplus line placement.
  - For access to online filing service through SLA, [click here](#)
- To avoid late fees, filings should be done within 30 days of receipt of the policy.
- To ensure accuracy of your filings, use your credentials to log in at [www.idahosurplusline.org](http://www.idahosurplusline.org) and view/print your accepted filings.
- Contact Carrie at [carrie@idahosurplusline.org](mailto:carrie@idahosurplusline.org) for your login, password, and general filing questions.

### PREMIUM TAX

*Surplus Lines Producer License Flyer Rev 4-15*

- The SLA sends notification of amount of Premium Tax due for each broker to the Idaho DOI.
- Prior to calendar year end, the SLA sends each broker notification of accumulated annual premium volume and tax totals due.
- These fees must be submitted to the DOI on or before March 1<sup>st</sup> of each year.
- A late penalty of \$25/day for each day of delinquency after April 1<sup>st</sup> will be assessed based on the postmark date.

### **IDAHO DILIGENT SEARCH REPORT**

- Pursuant to [Idaho Code 41-1214 \(2\)](#) a surplus lines broker shall perform a diligent search of licensed insurers before procuring insurance through a surplus lines insurer.
- Pursuant to [Idaho Code 41-1227](#), the broker shall keep in their office a full and true record of each surplus line coverage procured.
- Pursuant to [IDAPA Rule 18.01.18](#), the broker is to document their diligent search for at least three (3) admitted carriers in Idaho before writing coverage through a surplus lines carrier.
- The broker's documentation of the diligent search is subject to periodic audit by the Idaho Department of Insurance under [Idaho Code 41-220](#).
- The diligent search requirement is waived if the risk is approved for export. Such risks can be identified on the SLA website: <http://www.idahosurplusline.org/static/export.asp> or [IDAPA Rule 18.01.18](#).

### **THE LICENSE**

- This license is the property of the State of Idaho and issued to the producer, who is responsible for its safekeeping.
- In the event this license is cancelled, surrendered, terminated, revoked or suspended, it is your responsibility to provide a [Dissolution of License Affidavit](#).

### **ADDRESS CHANGES**

- Per §41-1223(4) all **surplus lines** brokers must inform the Department of Insurance *within 30 days* of any change of address. Please go to [www.nipr.com](http://www.nipr.com) to report a change of address.
- NOTE: you can also perform a **State-to-State** change of address as long as you are licensed in the new domicile state and that is verifiable on PDB.
- CCR allows changing an email, phone or fax as well as address information.
- This service will report the change to all the states in which you are licensed if you choose to do so.
- Idaho does not charge a fee for address changes.

### **LICENSE RENEWALS**

- Licenses are issued for 2 years and individuals expire at the end of the producer/broker's birth month. **You are responsible for the timely renewal of your license.** You will receive a courtesy "*notice to renew*" reminder approximately six (6) weeks prior to your renewal date. You do not need to receive this notice in order to renew your license. Please go to [www.nipr.com](http://www.nipr.com) or [www.sircon.com](http://www.sircon.com) to renew online or to [www.doi.idaho.gov](http://www.doi.idaho.gov) to renew by paper anytime within the 6-week period prior to expiration.
- As Surplus Lines licenses usually require an underlying Producer P&C license to be valid, please remember to complete BOTH renewal applications.
- ***Your renewal fee must be received or postmarked prior to your expiration date to avoid paying a late fee.***

### **CONTINUING EDUCATION REQUIREMENTS**

- **Resident** producers must complete CE for their PRODUCER license.
- Surplus Lines and Non-Resident licenses are exempt from CE.

**REPORTING OF ACTIONS** Producers have a duty to report any criminal or administrative actions to the Idaho Department of Insurance within 30 days per §41-1021 and we encourage producers to use the **NIPR Reporting of Actions Warehouse** at [www.nipr.com](http://www.nipr.com) as a convenient means post your documents and explanations in order to report to us and any state in which you are licensed.

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