



# IMPORTANT INFORMATION

## FOR SURPLUS LINES BROKERS

### **DEPARTMENT OF INSURANCE CONTACT INFORMATION**

Email: [agent@doi.idaho.gov](mailto:agent@doi.idaho.gov)  
**Idaho Department of Insurance**  
700 W State St Fl 3  
PO Box 83720  
Boise, ID 83720-0043

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

Phone: 208/334-4339

Fax: 208/334-4398

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

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

- From <https://idahosurplusline.org/content/index.asp>: Click on "Insurers"

### **IMPORTANT IDAHO CODE, RULES, AND REFERENCES**

- [Title 41, Chapter 12](#) - Unauthorized Insurers and Surplus Lines
- IDAPA Rule 18.06.06 – Delegation of Responsibility, Open Lines for Export, Rules for Surplus Line Brokers

### **IDAHO SURPLUS LINE ASSOCIATION (SLA):**

- A letter is sent by the Idaho Department of Insurance to the Idaho Surplus Line Association (SLA) notifying them of your licensure in Idaho. Membership with the SLA is mandatory to ensure timely and accurate premium and tax reporting, per §41-1214(1).
- SLA 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](#).
- 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 <https://idahosurplusline.org/content/index.asp> and view/print your accepted filings.
- Contact Carrie at [carrie@idahosurplusline.org](mailto:carrie@idahosurplusline.org) for your login and password, and general filing questions. The answers to your questions may be addressed in the FAQ section at <https://idahosurplusline.org/content/index.asp>.

### **PREMIUM TAX**

- 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 and/or electronic submission date.
- To avoid late penalties for "0" premium filings if you surrender your license prior to year-end, refer to Voluntary Surrender instructions at end of this document.

## **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 18.06.06](#), the broker is to document their diligent search for at least one (1) admitted carrier in Idaho before writing coverage through a surplus line 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: [www.idahosurplusline.org](http://www.idahosurplusline.org), per IDAPA Rule [18.06.06](#).
- The diligent search requirement is waived for an Exempt Commercial Purchaser as defined in §41-1213.

## **ADDRESS CHANGES**

- Per §41-1223(4) all surplus line 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 through the CCR (Contact Change Request) portal.
- NOTE: you can also perform a **State-to-State** change of address on the NIPR site, 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.
- NIPR will report the changes made to all the states in which you are licensed, if you choose to use the online service.
- Idaho and NIPR do not charge a fee for address changes.

## **LICENSE RENEWALS**

- Licenses are issued for two (2) years and expire at the end of the broker's birth month. **You are responsible for the timely renewal of your license.** You will receive a courtesy "*notice to renew*" reminder approximately 90 days prior to your expiration date via email. 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 90 day period **prior** to expiration.
- As Surplus Line licenses 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 Continuing Education for their **PRODUCER** license.
- Surplus Line and Non-Resident licenses are exempt from CE.

**REPORTING OF ACTIONS** Brokers 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 brokers to use the **NIPR Reporting of Actions Warehouse** at [www.nipr.com](http://www.nipr.com) as a convenient means to post your documents and explanations in order to provide your report to Idaho and any state in which you are licensed.



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### **VOLUNTARY SURRENDER OF SURPLUS LINE LICENSE:**

It is critical to use the correct Voluntary Surrender form for a Surplus Line License in order to avoid penalties, if reporting zero (0) premium tax due for the year in which your license remained active, even if only a portion of the year. Please use the form through this [link](#).