

FSLSO
INDEPENDENTLY PROCURED COVERAGE FILING
PROCEDURES MANUAL

Update 03/08

TABLE OF CONTENTS

SECTION I: WHAT IS INDEPENDENTLY PROCURED COVERAGE (IPC)?	3
IPC SUBMISSION & PAYMENT PROCEDURES SYNOPSIS	3
 SECTION II: IPC FILING PROCEDURES	 4
IPC FILING PROCEDURES:	4
(2) <i>Step Two: Submission Contact Information Page</i>	5
(3) <i>Step Three: Insured Information Page</i>	5
(4) <i>Step Four: Coverage Group Page</i>	5
(5) <i>Step Five: Coverage Type Page</i>	5
(6) <i>Step Six: Policy Information Page</i>	6
(7) <i>Step Seven: Insurer Information Page</i>	7
(8) <i>Step Eight: Review/Edit Submission Information Page</i>	7
(9) <i>Step Nine: Submit Policy and Print Invoices Page</i>	8
CORRECTING AN IPC FILING:	8
 SECTION III: TAX, SERVICE FEE, CITIZENS ASSESSMENT, EMPA SURCHARGE, AND CAT FUND ASSESSMENT REMITTANCE PROCEDURES.....	 8
PAYMENT ADDRESSES:	9
PAYMENT TIME CONSTRAINTS:	10
 SECTION IV: ENDORSEMENTS (RETURN PREMIUM, ADDITIONAL PREMIUM & CANCELLATIONS)	 11
CREDIT REQUIREMENTS:	11
 SECTION V: CITIZENS ASSESSMENT, EMPA SURCHARGE AND FLORIDA HURRICANE CATASTROPHE FUND ASSESSMENT.....	 12
CITIZENS ASSESSMENT:	12
EMPA SURCHARGE:	13
FLORIDA HURRICANE CATASTROPHE FUND ASSESSMENT:	14
 SECTION VI: IPC CONTACT INFORMATION	 15

FSLSO IPC Filing Manual

Section I: What is Independently Procured Coverage (IPC)?

Independently Procured Coverage (IPC) is defined by Florida Statute 626.938(1) as surplus lines insurance procured (or caused to be procured) by an insured with an unauthorized foreign or alien insurer without the use of a licensed Florida surplus lines agent.

Statutory Requirements

All IPC policies, with the exception of those exempt under [F.S. 626.932\(4\)](#), are required to be filed with the Florida Surplus Lines Service Office (FSLSO). IPC policies must be filed online via the IPC Submission Website **within 30 days of the effective date of the policy**.

Florida Statute 626.938(3) requires taxes, service fees, assessments, and surcharges to be remitted to the payees and addresses on the respective invoices within 30 days of the effective date of the policy. All charges invoiced by FSLSO are due **within 30 days of the date the policy is filed on the IPC Submission Website**. The charges currently invoiced by the Florida Surplus Lines Service Office are as follows:

- DFS Surplus Lines Tax
- FSLSO Service Office Fee
- Florida Hurricane Catastrophe Fund Assessment
- EMPA Surcharge
- Citizens Assessment

For more information on the charges invoiced by FSLSO, please see Section III and of the *IPC Procedures Manual*, or visit the “Current Rates” link on the FSLSO website at <http://www.fslso.com/docspubs/Invoice.Rates.pdf>.

As IPC policies are coverages written without the use of a licensed and appointed Florida surplus lines agent. The state of Florida does not require a stamp on IPC policies. Some insurance carriers require a stamp on Florida IPC policies, in which case, the producing agent (not the Florida agent) should stamp the policy. Policies placed by a Florida general lines agent on behalf of a Florida insured is not considered IPC coverage. The Florida Insurance Code states that he or she must utilize a licensed and appointed Florida surplus lines agent if coverage is placed through an eligible surplus lines insurer. Furthermore, F.S.626.901(d) states “Independently procured coverage written pursuant to S.626.938 is not solicited, marketed, negotiated, or sold in this state.”

IPC Submission & Payment Procedures Synopsis

The following steps detail the requirements for all Florida IPC filers in order to maintain compliance with Florida Statutes:

- (1) File policy information with FLSO via the online IPC Submission Website;
- (2) Remit the taxes, service fees, Cat Fund assessment, EMPA surcharge, and *Citizens* assessment and corresponding invoices to the payees and addresses listed at the bottom of the invoices (remitting a copy of the policy is not required).
Please note that each type of invoice (i.e., tax, fee, Cat Fund assessment, etc.) are paid to different entities and cannot be remitted using one check. Payments for invoices of the same type (paid to the same entity) can be combined into one check.

Section II: IPC Filing Procedures

All taxable IPC policies should be filed with the FLSO **within 30 days of the effective date of the policy**. If a policy is filed more than 60 days past the effective date of the policy, late filing interest penalties will be assessed and listed on the invoices when the policy is submitted. **Please note that the penalties are statutory and cannot be waived.** Either an agent (not Florida agent), or a wholesaler or broker can file the IPC policy on behalf of the insured, however, the insured is liable if the filing is not made or contains incorrect information.

The IPC Submission Website should not be used by agents to avoid licensure as a non-resident agent if, as a matter of business practice, they are soliciting or writing business in Florida. Per F.S.626.938, the insured is responsible for completing the online policy filing and remitting all applicable taxes, service fees, assessments, and surcharges within the timeframes referenced in the statute.

IPC Filing Procedures:

We recommend that you print and complete the IPC Pre-submission Data Worksheet found at www.fslso.com/ipc/index.asp prior to filing a policy using the IPC Submission Website. This website can also be accessed by visiting www.fslso.com and clicking on the green IPC box on the right side of the [main](#) page. The information requested on the worksheet is the same information requested when the online policy submission is made. Lists of coverages (taxable and non-taxable), Florida eligible insurers, and Florida counties can be found at www.fslso.com/ipc/list.asp.

To begin the IPC submission process, visit www.fslso.com/ipc/index.asp and click on the blue text that reads “FLSO Secure IPC Portal.” If you have an IPC Submission Website username and password, click “Login” to enter to the IPC Submission Website. If you do not have an IPC Submission Website user account, click on the “Register” link in the middle of the page. Complete the required contact information on the registration page and click submit. You will then receive an email from “IPC” that contains an initial password to be used to login to the IPC Submission Website; you must login using this password, but you can change the password once you login.

Creating a user account for the IPC Submission Website will allow users to perform the following functions:

- Ability to manage and edit their contact information and password
- Contact information will be stored and pre-filled for all policy filings
- Ability to view unpaid and paid policies (note: only filings made with the username and password will be viewed with this feature)
- Ability to request a copy of an unpaid invoice
- Ability to request the archival of an unpaid policy and make corrections to an archived policy
- Ability to back-out a policy that has been paid with the click of a button

The following includes a detailed listing of the nine steps that must be completed when filing a policy using the IPC Submission Website:

(1) Step One: Validation/Summary Page

An overview of the IPC submission process and explanation of invoices and payment remittance.

(2) Step Two: Submission Contact Information Page

The submission contact is the person the insured would like to be contacted if there are questions regarding the policy filing or the tax, fee, assessment, and surcharge payments. The submission contact may be the insured or an insured-designated representative.

(3) Step Three: Insured Information Page

The insured's name, mailing address (may be different from the address of the Florida risk), telephone number, and fax number or email address should be used to complete this section. Also, if the insured is a business, an insured contact name is required.

(4) Step Four: Coverage Group Page

Coverage groups are categories of different types of surplus lines coverages. To see a complete listing of all FLSO coverage groups, please visit the FLSO Coverage Code list at http://www.fslso.com/search/coverage_codes.asp.

(5) Step Five: Coverage Type Page

Once you have selected the appropriate coverage group for the policy you are submitting, select a coverage type from the drop down list provided. If you do not see your coverage type listed, please check the FLSO list of coverage codes to make sure you are not attempting to file a non-taxable coverage. **IPC filings are not required for non-taxable coverages.** If you are unable to find the type of coverage on the coverage code list, please contact the IPC Collections Coordinator at FLSO for further assistance.

(6) Step Six: Policy Information Page

The following policy information is required on an IPC submission:

- a. **Policy Number** – Submit the policy number assigned by the insurance carrier. “TBA,” “TBD,” “Binder,” or any variants of these are **not** acceptable policy numbers. If you have not received the policy number from the carrier, please wait to submit the policy until you receive the policy information. If the policy is close to or over 60 days past the effective date of the policy, you may submit the policy using TBA or Binder, but you will be required to resubmit the policy using the correct policy number when it is received from the carrier. Please note that a separate submission for each IPC policy, or policy layer that is written by a different insurer and has a different policy number.
- b. **Transaction/Endorsement Effective Date** – Submit the date the policy endorsement (i.e., additional, return premium or cancellation) or policy audit was **issued by the carrier**. If you do not have the date the endorsement was issued by the carrier, please use the date the endorsement was received from the carrier. Additional premium endorsements filed more than 60 days past the date the endorsement was issued by the insurance carrier will incur late filing interest penalties under F.S.626.938(5). Please note, if you are submitting a new business or renewal policy, the transaction’s effective date and policy effective date will be the same. All dates must be submitted in the following format of MM/DD/YYYY. **You will receive an error if the backslashes are not included.**
- c. **Policy Effective Date** – Submit the effective date of the original new business or renewal policy. Policy effective date should differ from transaction effective date if you are submitting an endorsement.
- d. **Policy Expiration Date** – Submit the expiration date of the new business or renewal policy.
- e. **County of Risk** – Select the appropriate county where the Florida risk is located. If there are multiple Florida risks, select the Multiple Counties option from the drop-down list. If you are unsure of the county where the risk is located, you may search for the county by city or zip code at <http://www.fslso.com/search/index.asp>
- f. **Total Policy Premium Amount** – Submit the total premium amount for the new business or renewal policy. The total policy premium and Florida allocated premium will only differ if you are filing a multi-state risk. **Florida Allocated Premium Amount** - Submit the **gross premium** allocated to the Florida risk. The gross premium is the base premium plus any policy or inspection fees. The taxes, service fees, and assessments owed will be calculated based on the gross Florida allocated premium. Please note that the Florida allocated premium submitted to FSLSO should **NOT** include the surplus lines taxes, service fees, or assessments.
- g. **Type of Transaction** – This helps our office determine what types of surplus lines transactions are being submitted. A list of transaction types and a brief description is shown below:

- *New Business* – a policy that has never been submitted to FLSO
- *Additional Premium* – an additional premium endorsement on an existing policy
- *Return Premium* – a return premium endorsement on an existing policy (should have a negative total premium amount); **copy of return premium endorsement required to receive credits**
- *Cancellation* – original policy has been cancelled (should have a negative total premium amount); **copy of cancellation endorsement required to receive credits**
- *Renewal* – a policy that was previously submitted to FLSO or has been renewed
- *Back-out Transactions* – All back-out transactions require approval from FLSO prior to filing the transaction. Back-out transactions are only used to correct policy information on invoices that have been paid and imported into the FLSO database (these invoices will appear in the “View Paid/Processed Policies” section of the IPC Submission Website). Please contact the FLSO IPC Department prior to filing a back-out transaction.

h. The following questions require answers on step six:

- “Is this submission a back-out to a policy previously filed and paid to the FLSO?” Answer “yes” only if you filing a correction to a back-out transaction. **Please note all back-out transactions require prior approval from FLSO.**
- “Is this transaction a policy audit?” Answer “yes” only if you are filing a policy audit issued by the carrier on an existing or expired policy.

(7) Step Seven: Insurer Information Page

Select an insurance company from the Eligible Insurers List on Step Seven. A listing of eligible surplus lines insurers in Florida can be found on the FLSO website at <http://www.flsso.com/search/index.asp>. If the insurance company does not appear on Florida’s Eligible Insurers List, click where the screen says, “If your insurer is not on the above list, please provide further information here.” Complete the insurance company’s name, address, city, state, country and zip code. You will also be required to provide an NAIC number or a Federal Tax ID Number (only available if company is domiciled in the US). You should be able to obtain the insurer information by contacting the insurance company. If you have a layered policy with multiple insurers, you must make one submission for each insurer using the premium allocated to that insurer.

(8) Step Eight: Review/Edit Submission Information Page

Step eight allows you to review and change the policy information you have entered. Please review the policy information for accuracy because **the policy data cannot be edited once the submission is complete**.

(9) Step Nine: Submit Policy and Print Invoices Page

Click “submit” on step nine after you have checked the information for accuracy on step eight. A link to the IPC invoice will be provided upon submission of the policy information. Print the invoice from the link provided. **Note:** You must have Adobe Acrobat 5.0 or higher to view the IPC invoice. A free copy of Adobe Acrobat is available for download on the FLSO website by visiting www.fslso.com/ipc/index.asp.

Copies of the IPC invoices will be emailed to the submission contact once the policy is submitted. If you have another IPC policy to submit, click the gray box that reads “Enter Another IPC Policy.” This option allows you to reuse the contact information and/or insured information on another submission.

Correcting an IPC Filing:

The only time you are able to edit policy information on an IPC filing is on **Step Eight** of the IPC Submission Website. Once a policy is submitted, the data cannot be changed. If a policy is submitted using incorrect information, the incorrect invoice must be removed from the FLSO IPC database (by FLSO), and the policy must be resubmitted using the correct information.

An IPC filer can request an invoice to be removed by logging in to the IPC Submission Website user account and clicking on “View Policies Awaiting Payment.” Then, click on the incorrect invoice number and scroll down to the bottom of the page and click the “Request Archival” button. Please note that all archive requests must include the **invoice number, insured name and reason the invoice is incorrect**. After requesting the invoice to be archived, please click the “Make Unpaid Policy Corrections” button to resubmit the policy using the correct data. **Note: Failure to request an invoice to be archived will result in duplicate filings with FLSO.**

Section III: Tax, Service Fee, Citizens Assessment, EMPA Surcharge, and Cat Fund Assessment Remittance Procedures

Once the IPC policy has been submitted online, the insured (or insured’s designated representative) has 30 days from the submit date to remit the appropriate taxes, service fees, Cat Fund assessments, *Citizens* assessments, EMPA surcharges, and all applicable interest penalties. The insured’s representative can remit the payments on their behalf, but the insured is liable if the amounts are not remitted, per F.S.626.938(3).

Insureds are required to pay taxes and service fees (if the fees total more than \$2.00) on all taxable surplus lines IPC policies. In addition, a 1% Cat Fund assessment, a 6.84% *Citizens* Assessment, and a \$2.00/\$4.00 EMPA surcharge may be charged based on the type of coverage (see Section V of the manual for a list of applicable coverages). FLSO does not invoice for service fees and penalties totaling \$2.00 or less. All taxes, fees, and assessments are calculated based on the gross Florida allocated premium.

Below are the service fee rates charged for the indicated policy periods:

Service Fees	
Policy with an effective date before April 1, 2004	0.3%
Policy with an effective date between April 1, 2004 and March 31, 2006	0.25%
Policy with an effective date between April 1, 2006 and March 31, 2007	0.20%
Policy with an effective date on or after April 1, 2007	0.10%

Payment Addresses:

Each type of invoice (i.e., tax, fee, Cat Fund assessment, etc.) is paid to different entities and cannot be remitted using one check. Payments for invoices of the same type (paid to the same entity) can be combined into one check.

Taxes, service fees, Cat Fund assessments, *Citizens* assessments, and EMPA surcharges should be remitted using separate checks to the addresses below (these addresses also appear on the IPC invoices).

Taxes (5% of gross premium)

Remit to:

Florida Dept. of Financial Services
PO Box 850001
Orlando, FL 32885-**0284***

Fees (0.1% of gross premium – see rate chart above for applicable fee)

Remit to:

Florida Surplus Lines Service Office
PO Box 850001
Orlando, FL 32885-**0287***

EMPA surcharges (\$2.00 applicable residential coverages/\$4.00 applicable commercial coverages)

Remit to:

Florida Dept. of Community Affairs
PO Box 850001
Orlando, FL 32885-**0149***

Cat Fund Assessment (1% gross premium on applicable coverages effective 1/1/07 and after)

Remit to:

FHCF
PO Box 850001
Orlando, FL 32885-0166*

Citizens Assessment (6.84% of gross premium - 2006 applicable policies and endorsements on 2006 policies only)

Remit to:

Citizens Property Insurance Corporation
PO Box 850001
Orlando, FL 32885-0286*

***Please include the last four digits of the zip code to ensure proper payment posting.**

The following address can be used to remit tax, service fee, assessment, and surcharge payments via overnight mail, if necessary. **(Note: The taxes, fees, assessments, and surcharges should be made payable to the appropriate parties as listed above):**

Regions Bank
6149 Chancellor Drive, Suite 700
Orlando, FL 32809
Attn: FLSO/Box #0287

The invoice stub found at the bottom of the tax, service fee, assessment and surcharge invoices should be remitted with the corresponding payments. The submission information page (page 1 of the IPC invoice) and the top half of the invoices should be retained for your records. The **submission contact** will receive an email receipt confirmation when an IPC invoice has been paid.

Payment Time Constraints:

If delinquent, the taxes, *Citizens* assessment, and EMPA surcharge shall bear interest at the rate of 6 percent per year, compounded annually. Delinquent Cat Fund assessments shall bear interest at a rate of 10.58% for the assessment period beginning January 1, 2008 and continuing for 12 months. The service fees, if delinquent, will accrue interest at the rate of 9 percent per year, compounded annually.

In accordance with, F.S. 626.938(6), if the taxes, service fees, assessments, and surcharges remain outstanding despite FLSO's attempts to collect, the outstanding amounts are collectable from the insured by civil action brought by the governing state agency(s). **F.S. 626.938 holds the insured responsible if the above statutory requirements are not met.**

A delinquent notice will be sent via email to the **submission contact** when an invoice becomes past due (over 30 days past submit date). The insured (or insured's designated representative)

will have 10 days from the date of the delinquent notice to remit the outstanding taxes, service fees, assessments, and surcharges to avoid the assessment of additional statutory penalties.

If the payments are not received within 10 days after the date of the delinquent notice email, late payment interest penalties will be assessed under F.S.626.938(5). The penalties are statutorily imposed and therefore must be paid with the delinquent balance(s) due. **The additional interest penalties will be mailed to the insured** with a certified final notice letter in attempt to collect the outstanding amounts before referral to the respective governing agencies.

Section IV: Endorsements (Return Premium, Additional Premium & Cancellations)

(1) **Filing Endorsements:** All endorsements are filed online via the IPC Submission Website. Please complete the fields below with the following information when filing an endorsement on an existing IPC policy:

- Transaction Endorsement Effective Date: the date the endorsement was **issued by the carrier**
- Policy Effective Date: the effective date of the original policy
- Policy Expiration Date: the expiration date of the policy
- Total Policy Premium: the total premium of the policy
- Florida Allocated Premium: the portion of the *endorsement premium* allocated to the Florida risk (this amount will be the same as the Total Policy Premium amount unless you are filing a multi-state policy)
- Type of Business Transaction: select the type of endorsement you are filing (Additional Premium, Return Premium or Cancellation) from the drop-down list

Credit Requirements:

A copy of an additional premium endorsement is not required to be remitted with payments for the additional taxes, fees and assessments. **A copy of the return premium/cancellation endorsement issued by the carrier is required to process all credit invoices.** Tax, service fee and assessment credits can be used one of two ways:

- (1) **Apply tax, service fee and assessment credits to other outstanding invoices** – The tax, service fee, and assessment credits may be applied to other outstanding IPC invoices by remitting both the credit and outstanding invoices along with a **copy of the return premium/cancellation endorsement**. The payment should be issued for the remaining balance owed after the credit invoice has been applied to the outstanding invoice.
- (2) **Request a refund of the taxes, service fees, and assessments (if applicable) from the state of Florida** – The insured (or insured's designated representative) can request refunds of the taxes, service fees, and assessments. Per Florida law, taxes, service fees, and assessments must be returned directly to the insured. However, the person that requests the refund, if different from the insured, will receive courtesy copies of all

correspondence regarding the refunds. The state of Florida requires the following documentation in order to process a refund of the taxes and service fees:

- a. The return premium/cancellation endorsement must be submitted online via the IPC Submission Website (see Endorsement Filing Procedures above) to create the tax, service fee and assessment credit invoices;
- b. A written refund request (via email, fax or letter) explaining why the taxes, service fees, and assessments should be refunded
- c. A copy of the endorsement(s) from the insurer showing the return premium amount(s);
- d. Completed refund applications for each refund requested (contact the FLSO IPC Department to request refund applications)

Original signatures are required on all refund applications. Completed refund documentation should be mailed to the address below:

FLSO
1441 Maclay Commerce Drive
Suite 200
Tallahassee, FL 32312

All refunds are processed by the governing entity four to six weeks from the date the refund documentation is received.

Section V: Citizens Assessment, EMPA Surcharge and Florida Hurricane Catastrophe Fund Assessment

Citizens Assessment:

Citizens Property Insurance Corporation (*Citizens*) levied a 6.84% assessment in response to the 2004 hurricane season on applicable surplus lines policies issued or renewed with an effective date between January 1, 2006 and December 31, 2006. The 6.84% *Citizens* assessment also applies to endorsements on policies effective between the dates referenced above, regardless of when the endorsement is issued. To see the full Bulletin (2005-04) issued by the Florida Surplus Lines Service Office regarding the *Citizens* assessment visit:

<http://www.fslso.com/docspubs/press/bulletin-2005-04.pdf>.

The 6.84% *Citizens* assessment is applicable to the following coverage codes (note: these coverages may change with any subsequent *Citizens* assessments:

- 1000 Commercial Property
- 1001 Builders Risk
- 1002 Business Income
- 1003 Apartments (Commercial)
- 1005 Commercial Package
- 1006 Condominium (Commercial)
- 1009 Earthquake
- 1010 Flood
- 1012 Mortgage Impairment
- 1013 Windstorm and/or Hail
- 1014 Mold Coverage (Commercial)
- 1016 Excess Flood (Commercial)
- 2000 Homeowners – HO-1
- 2001 Homeowners – HO-2

- 2002 Homeowners – HO-3
- 2003 Tenant Homeowners – HO-4
- 2004 Homeowners – HO-5
- 2005 Condo Unit-Owners – HO-6
- 2006 Homeowners – HO-8
- 2007 Dwelling Builders Risk
- 2008 Dwelling Flood
- 2009 Dwelling Property
- 2010 Farm Owners Multi-Peril
- 2011 Mobile Homeowners
- 2012 Windstorm
- 2013 Mold Coverage (Residential)
- 2015 Excess Flood (Residential)

The *Citizens* assessment should be made payable and remitted to:

Citizens Property Insurance Corporation
 PO Box 850001
 Orlando, FL 32885-0286

FSLSO does not collect Citizens assessments for IPC policies on coverages and entities exempt from tax under s.626.932(4). To remit the Citizens assessment for a tax-exempt IPC policy, please contact Beth Gallups at Citizens Property Insurance Corp. via email at Beth.Gallups@Citizensfla.com.

For more information on the Citizens assessment, please visit the FSLSO FAQs on our website at <http://www.fslso.com/faq/index.asp?lvl=3&ID=45>.

EMPA Surcharge:

FSLSO also collects the EMPA (Emergency Management Preparedness and Assistance) surcharge on all applicable surplus lines policies with an effective date on or after January 1, 2006. The EMPA surcharge is charged by the Florida Department of Community Affairs under Florida Statute 252.372 on specific surplus lines coverages in Florida. Previously, the EMPA surcharge on surplus lines policies was remitted to the Florida Department of Revenue. The EMPA surcharge is \$4.00 on applicable commercial surplus lines policies and \$2.00 on applicable residential surplus lines policies. The EMPA surcharge is applicable to the following coverage codes:

Commercial Property (\$4.00 surcharge)

- 1000 Commercial Property
- 1001 Builders Risk
- 1003 Apartments (Commercial)
- 1005 Commercial Package
- 1006 Condominium (Commercial)

Residential Property (\$2.00 surcharge)

- 2000 Homeowners-HO-1
- 2001 Homeowners-HO-2
- 2002 Homeowners-HO-3
- 2003 Tenant Homeowners-HO-4
- 2004 Homeowners-HO-5
- 2005 Condo Unit-Owners-HO-6
- 2006 Homeowners-HO-8
- 2007 Dwelling Builders Risk
- 2009 Dwelling Property
- 2010 Farm Owners Multi-Peril
- 2011 Mobile Homeowners

The EMPA surcharge should be made payable and remitted to:

Florida Department of Community Affairs
PO Box 850001
Orlando, FL 32885-0149

For more information on the EMPA surcharge, please visit the FLSO FAQs on our website at <http://www.fslso.com/faq/index.asp?lvl=3&ID=46>.

Florida Hurricane Catastrophe Fund Assessment:

The Florida Hurricane Catastrophe Fund assessment was levied by the State Board of Administration, and is charged on applicable surplus lines policies issued or renewed with an effective date on or after January 1, 2007. The premium on all property and casualty policies will be subject to the assessment, except the following coverages: Medical Malpractice, Workers Compensation and Accident & Health. The "Assessment Period" begins on each January 1 and continues for 12 months. The emergency assessment will be assessed in each successive "Assessment Period" until further order of OIR.

If you file an IPC policy with FLSO for coverage applicable to the Cat Fund assessment, you will receive an invoice for 1% of the gross premium (excluding tax, service fee and EMPA surcharge). You can access the bulletin released by FLSO regarding the Cat Fund assessment at <http://www.fslso.com/docspubs/press/bulletin-2006-03.pdf>.

Cat Fund assessment payments should be made payable and remitted to:

FHCF
PO Box 850001
Orlando, FL 32885-0166

FLSO does not collect Cat Fund assessments for IPC policies on coverages and entities exempt from tax under s.626.932(4). Insureds who are tax-exempt and are independently procuring coverage from an unauthorized insurer cannot utilize the IPC Submission Website to report non-taxable premium. Filing an IPC policy using the IPC Submission Website would result in the automatic generation of a tax invoice from the FLSO as if the premium were taxable as well as assessable. Therefore, in order to file directly with the State Board of Administration, the reporting mechanism must be different, as outlined immediately below.

Note: These filing and instructions are for tax-exempt IPC policies only. All taxable IPC policies should be filed with the FLSO as Cat Fund assessments for taxable policies are invoiced by FLSO.

Amount of the Emergency Assessment: 1% of the premium.

Reporting Requirements: An email containing the following information must be sent to QuarterlyAssessmentReporting@fldfs.com:

- a. Line of business in which the premium was written
- b. Effective date of policy
- c. Amount of premium
- d. Amount of assessment
- e. Amount paid (wired to account)
- f. Date paid (wired to account)

Remittance Deadlines: Payments are due quarterly, i.e. 5/15, 8/15, 11/15 and 3/1.

Wire Transfers Only: These payments must be wired. Checks are not permitted.

Account Information: Payments for *tax-exempt IPC policies* must be wired to:

Bank of America, Tampa, Florida

ABA # 026009593

Account # 5566388313

Account Name: SBA Florida Hurricane Catastrophe Fund Emergency Assessment

NOTE: Please be sure to keep abreast of changes by periodically visiting the website at

<http://www.floir.com/Hurricanes/GEARFAQsv2.pdf>.

For more information on the Florida Hurricane Catastrophe Fund assessment, please visit the FLSO FAQs on our website at <http://www.fslso.com/faq/index.asp?lvl=2&ID=12>.

Section VI: IPC Contact Information

IPC Collections Coordinator

Tiffany Varn

Email: tvarn@fslso.com

Phone: (800) 562-4496 x113

Fax: (850) 513-9624

IPC Collections Specialist

Holly Grissom

Email: hgrissom@fslso.com

Phone: (800) 562-4496 x127

Fax: (850) 513-9624