

Special Bulletin

DATE: December 7, 2006

TO: To all Resident and Non-Resident Licensees

FROM: Kenneth A. Rudert – Executive Director KAR

SUBJECT: **Updated Stamping Fee Payment Procedure**

Notice to all resident and non-resident surplus lines licensees placing surplus lines insurance in the Commonwealth of Pennsylvania. Effective January 1, 2007 when remitting your Statement of Account payment, PSLA will require a separate check for each Customer ID assigned to your agency. We will no longer accept one check for multiple Customer ID numbers.

It should be noted that the vast majority of surplus lines agencies operating multiple branch agencies submit payment to PSLA based on the separate check approach, therefore, this notice is directed to those surplus lines agencies that currently use one check for all Customer ID numbers.

There is a variety of reasons for PSLA to take this position, but foremost is that after several years of licensing reciprocity the number of resident and non-resident surplus lines offices has vastly grown to an overwhelming extent, making it necessary to revise the procedure for payment of stamping fees. We feel that this request is the most efficient and economical way to handle this growing set of circumstances because of changes to how our business is conducted.

Remember, when submitting your payment, please send the remittance copy of your Statement of Account so the correct recording is made of your payment and the check is made payable to the Pennsylvania Surplus Lines Association. As a further reminder, we do not accept prepayment of stamping fees; pay only the balance due on the Statement of Account, keeping in mind the Bulletin of September 1, 2006, Elimination of Stamping Fee Refund, which can be found on the PSLA website at www.pasla.org

We appreciate your cooperation and should you have any questions regarding this requirement please do not hesitate to contact PSLA Accounting Manager, Gail Barket at extension 102.