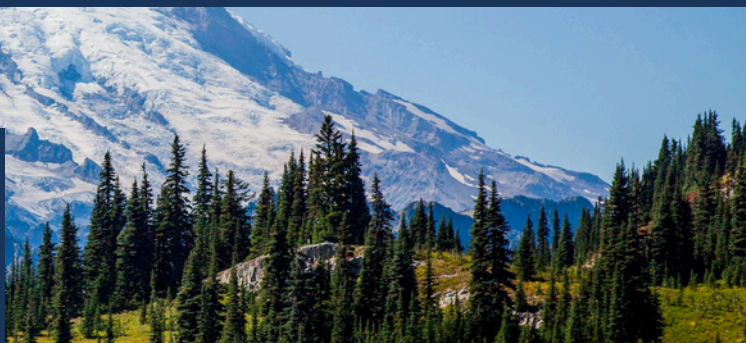# APRIL NEWSLETTER

Common Filing Mistakes

We want to ensure that your filing goes as smoothly as possible. Avoid these 5 common filing mistakes!

WA Registry Stamp

The Washington Registry Stamp on the policy declarations page must include the initials or name of the surplus line broker who procured it. Tags are issued on policies filed without the Washington Registry Stamp on their declarations page or without the initials and/or name of the surplus line broker who procured it. Washington Registry Stamp language is as follows: "This contract is registered and delivered as a surplus line coverage under the insurance code of the state of Washington, Title 48 RCW. It is not protected by any Washington state guaranty association law."

Risk Address

The risk address entered in SLIP must match an address referenced within the uploaded policy documents (i.e. declarations page, location schedule, application, or designated premises endorsement). Tags are issued on policies where the address entered in SLIP is inconsistent with addresses shown on the uploaded documents. The risk address should be a physical address for policies with property coverage or for liability policies where the insured's operations are limited to a specific designated premises.

Insurer Participation Accuracy

The data entered in SLIP for insurer participation must match the uploaded policy documents for your transaction. Our team of examiners analyzes the data entered into SLIP against the uploaded policy documents. Tags are issued for any discrepancies with insurer participation and percentages. Always check to make sure that multi-insurer participation percentages total 100%.

Policy Documents Required

The following documents must be uploaded with the transaction entered into SLIP:
- Policy declarations or covernote declarations
- Supplemental declarations
- Schedule of forms and endorsements
- Copy of the service of suit endorsement

Required policy documents may not be available at the time of policy certification, however, should be uploaded as soon as possible. Tags are issued for policies that are not accompanied by the documents listed above. The policy or transaction will remain out of compliance until all required policy documents are uploaded.

Taxable Fees - Accuracy

All individual taxable fees should be identified separately on the declarations page or policy cover page, with the total matching the SLIP data entry. If the carrier calls it an "Embedded Security Fee" or "Inspection Fee" or "Catastrophic Analysis Fee", etc., so should the breakdown. Broker added fees can be added to the carrier breakdown, but should always in total match the data entered into SLIP. Tags are issued for any discrepancies between what is listed on the supporting policy documents and SLIP data entry.