

**Memorandum**

**To: Domestic Surplus Lines Insurers Eligible in New Jersey**

**Re: Annual Renewal Requirements - 2025**

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In order to maintain eligibility in New Jersey as a domestic surplus lines insurer, please provide the following information:

Company Name: \_\_\_\_\_

NAIC Number: \_\_\_\_\_

2024 Direct Premiums Written in New Jersey: \$ \_\_\_\_\_

If your company has Direct Premiums Written in New Jersey, it does **not owe** any filing fees for 2024, please email this form to the Department's general inbox at [sleo@dob.nj.gov](mailto:sleo@dob.nj.gov).

If your company has **no** Direct Premiums Written in New Jersey, pursuant to N.J.A.C. 11:1-32.1, your company **owes** a filing fee in the amount of \$100.00. Please make check payable to the **State Treasurer of New Jersey** and mail with this form to the Department at the address below.

New Jersey Department of Banking and Insurance  
Office of Solvency Regulation  
ATTN: Surplus Lines Examining Office  
20 West State Street, 8th Floor  
PO Box 325  
Trenton, NJ 08625-0325

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Pursuant to N.J.A.C. 11:19-3, domestic surplus lines insurers are also requested to, by April 1 of each year, utilize the Surplus Lines Information Portal (SLIP) to electronically report all policies/direct premiums written in the year *prior* related to insureds **for whom New Jersey was the Home State**. If no such business was written in the prior year, a "No Business" report must still be filed in SLIP by the April 1 date.

Thank you for your attention to this matter. Should you have any questions, please email your questions to [sleo@dob.nj.gov](mailto:sleo@dob.nj.gov) or contact William Leach at (609) 940-7428