



State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE

DIVISION OF INSURANCE

OFFICE OF SOLVENCY REGULATION

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Director

To: Surplus Lines producers eligible in New Jersey

From: New Jersey Surplus Lines Examining Office

Date: December 28, 2015

RE: **Changes to Surplus Lines Information Portal (NJ SLIP)**

Dear Producer,

The New Jersey Department of Banking & Insurance continually works to enhance the functionality, versatility, and overall user-friendliness of the Surplus Lines Information Portal (SLIP). Most recently, the Department has modified the Portal's electronic payment screen to **separate** the Surplus Lines tax payment from the Fire tax payment.

To process payments under the new system:

1. Click the 'Add Payment' icon.
2. Select a bank account.
3. If you incurred both Surplus Lines tax and Fire tax this quarter, choose which of the two tax types you wish to pay first.
4. Enter the amount to be paid.
 - If you are paying the full amount of this tax type via **one** bank account, simply enter the full amount here.
 - If you would like to break this tax type's payment down via **multiple** bank accounts, enter whatever partial amount you desire here, then click 'Add Payment' again to repeat the process until the full amount is reached.
5. Once the full payment amount for one tax type is reached, click the blue checkmark on the right-hand side.
6. If you have another tax type to pay, repeat the above steps for that other tax type.
7. Finally, click the 'Submit Electronic Payment' button.

Please see below example screenshot:

Step 2: Pay Bills From

Payment Allocation			
+ Add Payment		Add or Modify Payment Accounts	
Edit	Account Name	Payment For	Payment Amount
	VW Bank ending in 4444	Surplus Lines Tax	\$200.00
	VW Bank ending in 4444	Fire Tax	\$100.00

Thank you for your attention to this matter. Should you have any questions, please feel free to contact Constantine Marcopul at (609) 292-5350, ext. 50464 or at constantine.marcopul@dobi.nj.gov.

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