



Surplus Lines Insurer Renewal Instructions

Every Surplus Lines Insurer, pursuant to North Carolina General Statute ("N.C.G.S.") Chapter 58, Article 21, that is registered and included on the listing of eligible surplus lines insurers with the North Carolina Department of Insurance must annually submit a completed "Surplus Lines Insurer Renewal Application" and a \$1,000.00 renewal fee by January 1st.

The "Surplus Lines Insurer Renewal Application" and renewal fee may be submitted either by mail or by using the electronic payment option, as outlined below. **A hardcopy of the "Surplus Lines Insurer Renewal Application" is not required to be filed if a Surplus Lines Insurer uses the electronic payment option, as all application information will be collected during the electronic payment process.**

Not Utilizing Electronic Payment Option

If a Surplus Lines Insurer is not using the electronic payment option, proceed as follows:

1. Complete and print the "Surplus Lines Insurer Renewal Application."
2. Enclose a check payable to the "North Carolina Department of Insurance" for payment of the \$1,000.00 renewal fee. Checks must include the following information on the check stub:
 - (1) NAIC Company Code.
 - (2) Company Name, if different than the payor on the check.

If a check is payment for more than one Surplus Lines Insurer's fees, the check stub must include the above information for EACH Surplus Lines Insurer.

3. Mail the completed "Surplus Lines Insurer Renewal Application" with enclosed check via US Postal Service to:

North Carolina Department of Insurance
Financial Analysis Section
1203 Mail Service Center
Raleigh, NC 27699-1203

or by carrier other than the US Postal Service to:

North Carolina Department of Insurance
Financial Analysis Section
3200 Beechleaf Court
Raleigh, NC 27604

Utilizing Electronic Payment Option

If a Surplus Lines Insurer is using the electronic payment option, proceed as follows:

1. Go to https://ww2.ncdoi.com/renewals/coselect?co_type=SL.
2. Enter the five-digit NAIC Company Code. (Alien Surplus Lines Insurers will enter the SBS Company Number.) The SBS Company Number is specific to each regulated entity and can be found by using State Based Systems at www.statebasedsystems.com using the following instructions:

Step 1: Select "North Carolina" as your jurisdiction.

Step 2: Click "Lookup" from the list of available options.

Step 3: Under Jurisdiction, utilizing the drop down, enter North Carolina.

Step 4: Under Search Type, utilizing the drop down, enter Company.

Step 5: Enter Company Name.

Step 6: Check the box to agree to the terms and click on Search.

Step 7: Click on Company Name, scroll down to the Demographics subheading. The SBS Company Number will be the nine-digit number used to enter the electronic payment portal.

3. Review the demographic and contact information on file for accuracy and make any necessary changes.
4. Click "Proceed to Payment" to pay the \$1,000 fee via e-check. (If needed for accounts payable purposes, the Company Number for the North Carolina Department of Insurance is 9044036175.)

Additional Annual Filing Requirements

Surplus Lines Insurers must file the following additional information:

Due March 1

1. The Annual Statement for the most recent year ended December 31, in the form required under N.C.G.S. 58-2-165. If the Annual Statement is filed electronically with the NAIC, no hardcopy is required to be filed.

Alien Surplus Lines Insurers are expected to file an Audited Financial Statement within six months after the fiscal year-end. The Audited Financial Statement must be reported in United States currency.

Questions concerning the filing requirements should be directed to financialanalysis submissions@ncdoi.gov.