



NORTH CAROLINA SURPLUS LINES STAMPING OFFICE

TIQ GUIDE

WHAT IS A TIQ?

A Transaction in Question, or TIQ, is a transaction that has been received by NCSLSO but has not yet been accepted and possibly not invoiced. If you receive a confirmation number that begins with a "Q" please make the necessary corrections to the transaction filing or contact NCSLSO if you need assistance.

COMMON TIQs

The following are frequently occurring TIQs:

Standalone Type 2 Transaction (SA2)

This TIQ occurs when an additional premium, return premium or cancellation endorsement has been filed and there is no existing new business or renewal transaction filing. This TIQ will also occur when the new business or renewal transaction has been backed out, leaving only endorsements.

Tax Status 2 (TS2)

Due to the tax and fee exemption status, all transactions submitted with tax status 2 (non-taxable state/government) are questioned. Verification of exemption by an NCSLA staff member is required before the questioned transaction can be accepted.

Unbalanced Return Policy Fees (URF)

A transaction will be questioned if the policy fees submitted with a return premium endorsement or a cancellation are greater than the total policy fees submitted for the policy.

Unbalanced Return Premium (URP)

This TIQ indicates that a return premium endorsement or cancellation transaction is submitted with a premium that is greater than the total premium submitted for the policy.

New Business or Renewal (NBR)

This TIQ occurs when a new business and a renewal transaction have been filed with the same effective date.

Tax Status 4 (TS4)

Due to the tax exemption status, all transactions submitted with tax status 4 (hospital alliance) are questioned. Verification of exemption by an NCSLA staff member is required before the questioned transaction can be accepted.

Extends Policy Expiration Date (EE2)

This TIQ occurs when an endorsement is filed that extends the policy expiration date for more than 364 days.

Future Effective Date (FED)

Transactions that are submitted more than six months in advance of the effective date are questioned in order to verify the validity of the effective date.

Tax Status 5 (TS5)

All transactions submitted with a tax status 5 are questioned. This tax status is for unique risks that are exempt from all taxes, fees, assessments and surcharges but are required to be filed because they bear premium. NCSLA staff will verify the exemption before accepting the questioned transaction.

CORRECTING A TIQ

To correct a TIQ in SLIP, follow the instructions below.

1. Select Manage TIQs from the Policy tab.
2. Select the View link for the applicable transaction in question.
3. In the Transaction Details section, click the Edit button next to the confirmation number for the applicable transaction.
4. Next, click the Edit button at the bottom of the screen and make the necessary changes.
5. Click the Submit button.
6. A System Warning window will display advising the edit will create a backout and correction transaction. Select Ok to proceed.
7. A Task Accomplished window will display. Select Okay to proceed.