

COUNTERSIGNATURE REQUIREMENTS BY
NORTH CAROLINA SURPLUS LINES ASSOCIATION

Non-Resident Licensees

The North Carolina Surplus Lines Association can countersign coverages submitted by non-resident agents that possess a North Carolina nonresident surplus lines license. Nonresident agents or brokers without the above license cannot be involved in the placement of coverage on a risk located in this state.

These Mandatory forms are required for each filing -

Incomplete filings can not be processed and could be subject to fines and administrative action from the NCDOL

- **Form F** - (NCDOL - Required Document) must be signed by both insured and broker.
- **Copy of Declaration Page** (not the whole policy) - showing Premium Amount that taxes are being paid on (Binders are acceptable).
- **Copy of NC Non-Residents Surplus Lines License**
- **5% Tax** - (Calculated on Gross Premium) Check made payable to **NCSLA**. Company assessed fees are taxable – brokerage fees and filing fees are not taxable.
- **\$110 for NCSLA to process the Form F**. This fee applies to **each** new or renewal policy filed. Check should be made payable to **NCSLA**.
- **\$50 for NCSLA to process endorsements which result in an increase in premium**. There is no fee on a premium cancellation or a reduction in premium. Check should be made payable to **NCSLA**.

Contact Information (email & phone) _____

Surplus Lines Insurance Co. _____ Policy No: _____

Name of Insured _____

Address of Insured _____

Description of Risk _____ Location of Risk (Zip Code) _____

Type of Insurance _____

Premium Charged \$ _____ Amount of Insurance \$ _____

Policy Period From: _____ To: _____

Please Check One: Multi State Risk _____ Single State Risk _____

"If Multi State Risk, Home State is _____.

Mail or FedEx, UPS to: **NCSLA, 8412 Falls of Neuse, Suite 206, Raleigh, NC, 27615**

If you have any questions, please contact the NCSLA office at 919-746-8415 or email contact@ncsla.com