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

- **Form F (NCDOI 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). If this is a multi-state policy, please show NC premium on paperwork other than this form and a list of the NC locations with zip codes.
- **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.
- **Please complete the following for each tax filing:**

  **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 above information to: **NCSLA, PO Box 730, Wake Forest, NC 27588**
Address for FedEx, UPS, etc: **12413 Browder Street, Raleigh, NC, 27614**

If you have any questions, please contact the NCSLA office at 919-562-7917 or email **contact@ncsla.com**