

## Surplus Lines Association of Minnesota

### **Instructions for 2011 Semiannual Stamping Fee Report**

**\*\*Attention\*\*:** This form must be filed even if no fees are due for the period. You are required to file this report with the Surplus Lines Association. **In addition, you must still file the semiannual Form IG260(Surplus Lines Tax Report) with the MN Department of Revenue separately.**

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For MN Surplus Lines Insurance Laws, see M. S. 2008, CH. 60A.195 to 60A.209 and CH. 297I.

#### **Minnesota tax ID required**

Surplus lines licensees are required to have their own Minnesota tax ID number. This is not a Social Security number or agency Minnesota tax identification number.

If you don't have a MN tax ID number, you must register for one. Go to the Dept. of Revenue website [www.taxes.state.mn.us](http://www.taxes.state.mn.us) and click "Register for a Minnesota tax ID number" on the e-Services menu. Note: During the process, be sure to select "Sole proprietor" as the type of legal organization. Use NAICS classification number 524210 for insurance agencies.

#### **Due dates**

Surplus Lines Stamping Fees are due and payable August 15 (for six month period ending June 30) and February 15 (for six month period ending December 31.)

The U.S. postmark date, or date recorded or marked by a designated delivery service, is considered the filing date (private postage meter marks are not valid). When the due date falls on a weekend or legal holiday, statements postmarked the following business day are considered on time.

#### **Number of Surplus Lines Licenses per Form**

One. Each individual Surplus Lines Licensee must complete a semiannual stamping fee report.

#### **Electronic Payments**

At this time payments are not accepted electronically.

#### **Payments by check**

Payments are accepted by check only. Checks are to be made payable to: Surplus Lines Association of MN. Please include your Surplus Lines License number on the memo of the check.

#### **Mail Payments**

All payments can be sent directly to:

Surplus Lines Association of MN  
Post Office Box 86  
Mora, MN 55051

#### **Line Instructions**

To generate a stamping transaction report Go to [www.mnsla.com](http://www.mnsla.com) and click on the members menu. Click on Generate Transaction Reports in the Member Menu. Enter your user name and password, and then click on the log in tab. Next provide your license and PIN number. When this is verified, you can input a begin date and end date for your report. The report is generated based on the dates that transactions were **filed**. The report periods should be entered as either 01/01/YYYY to 06/30/YYYY OR 07/01/YYYY to 12/31/YYYY.

You can use the periodic report to total the entire premium subject to stamping fees filed for a time period and submit the semiannual stamping fee report and the payment to the Surplus Lines Association office.

The semiannual stamping fee form can be found on our website under the Documents tab, Resources category.

#### **1. Total premiums subject to .0025 stamping fee rate.**

Enter the total amount of premium for transactions **filed** in the given report period that had an **effective date** prior to

1/1/2011. This value can be acquired by sorting your Excel transaction report by transaction effective date.

#### **2. Stamping fee rate**

The stamping fee rate for all transactions effective between 1/1/2009 and 12/31/2010 is .0025 of the policy premium.

#### **3. Total premiums subject to .0008 stamping fee rate.**

Enter the total amount of premium for transactions **filed** in the given report period that had an **effective date** on or after 1/1/2011. This value can be acquired by sorting your Excel transaction report by transaction effective date.

#### **4. Stamping fee rate**

The stamping fee rate for all transactions effective on or after 1/1/2011 is .0008 of the policy premium.

#### **5. Total Stamping Fees Due**

Spreadsheet will calculate this value based on numbers entered on line 1 and line 3.

#### **6. Penalties**

If your payment is late, the penalty is \$250 or 1% of the stamping fees, whichever is greater. Enter total on line 6.

#### **7. Total Payment Due.**

Spreadsheet will calculate the total based on value from line 5 and number entered on line 6.

If you need additional information or help in completing this form, call 320-679-4244 or email [info@mnsla.com](mailto:info@mnsla.com)

**Surplus Lines Association of MN**

# 2011 MN Semiannual Stamping Fee Report

<b>Name of surplus lines agent</b>	<b>Check if:</b>
	<input type="checkbox"/> No activity <input type="checkbox"/> New name <input type="checkbox"/> New address
<b>Agency name</b>	<b>Surplus lines license number</b>
<b>Agency street address (including state, zip)</b>	<b>Date Licensed</b>
<b>Contact person and daytime phone number</b>	<b>Email Address</b>
<b>Website address</b>	<b>Phone Number</b>
<b>For the period of (check one):</b>	
<input type="checkbox"/> <b>Jan. 1 - June 30, 2011 (Due August 15)</b>	
<input type="checkbox"/> <b>July 1 - Dec. 31, 2011 (Due February 15)</b>	

<b>Instructions</b>	<b>Fees Due</b>
1. Total premiums subject to .0025 stamping fee rate	
2. Stamping fee rate. . . . .	
3. Total premiums subject to .0008 stamping fee rate	
4. Stamping fee rate. . . . .	
5. Total Stamping Fees . . . . .	
6. Penalties . . . (See Instructions). . . . .	
7. Total Payment Due . . . . .	

Payment method by **Check Only.** Payable to Surplus Lines Association of MN  
 Please write Surplus Lines License number on your check.

**I declare that this stamping fee payment is correct and complete to the best of my knowledge and belief.**

Signature of agent

Print or type name of agent and date

**Mail signed form and payment to : Surplus Lines Association of MN, PO Box 86, Mora, MN 55051**