

## INSTRUCTIONS FOR SURPLUS LINES RENEWAL APPLICATION:

**NOTE: A hard copy of the Surplus Lines Renewal Application is not required to be filed with the North Carolina Department of Insurance if a surplus lines insurer uses the “[Electronic Payment Option](#).”**

### **Not Utilizing Electronic Payment Option**

If a surplus lines insurer is not using the “Electronic Payment Option,” proceed as follows:

1. Complete the Surplus Lines Renewal Application.
2. The Surplus Lines Renewal Application is due no later than January 1<sup>st</sup> each year. Enclose a check payable to the "North Carolina Department of Insurance" for payment of the \$1,000 nonrefundable 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 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 Ct  
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](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](http://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 with the North Carolina Department of Insurance for accuracy and make any necessary changes.
4. Click "Proceed to Payment" to pay the \$1,000 nonrefundable fee via e-check. **(If needed for accounts payable purposes, the Company Number for the North Carolina Department of Insurance is 9044036175.)**

### **Annual Filing Requirements**

The following additional information must be filed with the North Carolina Department of Insurance:

#### **Due March 1**

1. The surplus lines insurer's annual statement for the most recent year ended December 31, in the form required under G.S. 58-2-165. (Note: 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 audited financial statements within six months after the fiscal year-end. These financial statements should be reported in United States currency.

### **Questions**

Any questions regarding the Surplus Lines Renewal Application, filing requirements for surplus lines insurers, or the process for paying the nonrefundable renewal fee can be directed to: [financialanalysissubmissions@ncdoi.gov](mailto:financialanalysissubmissions@ncdoi.gov).