



DATE: November 2023
RE: 2023 Washington Tax Statements

Dear Member,

It's time to prepare for your Annual Tax Statements! Please take a moment this month to reconcile your records to date with the data in SLIP. Now is also a good time to file any outstanding policies.

You can view real-time tax data by running the Annual Tax Statement Detail Report in SLIP. Make sure to select 'Exclude Special Billing' when running the report.

Expect to receive notification from the OIC by Mid-February confirming that your 2023 Tax Statement is available for payment.

If you need amendments to your Tax Statement, please print the Annual Tax Statement from SLIP, write-in the correct amounts, include a spreadsheet detailing the changes and email the revised form to taxinfo@surpluslines.org as soon as possible. These transactions will subsequently need to be entered into SLIP before changes can be made.

Per RCW 48.15.120, premium taxes are due March 1, 2024, based on **all premiums transacted in 2023**. **Please do not send any payments to our office**. Visit the website of the Washington Insurance Commissioner for more details and payment options:

<https://www.insurance.wa.gov/surplus-line-broker-reporting-and-tax-requirements>.

As always, we are here to support you. If you have any questions, don't hesitate to reach out to us.

If you are a new member and would like to learn more about the Annual Tax Statement process, please follow this link for [more information](#).

Best regards,
Joy Erven, MBA
CEO & Executive Director
Surplus Line Association of Washington