

November 14, 2024

To: All Members
From: Surplus Line Association of Washington
RE: 2024 Annual Tax Statements

Dear Members:

As we approach the end of 2024, it's time to prepare for the filing of your Annual Tax Statements.

Although your Annual Tax Statement will not be ready to file until mid-February, there are still ways you can ensure a smooth and efficient tax filing for your Washington Surplus Line Broker License:

1. File Outstanding Policies

Policies should be filed within 60 days of procurement. Prompt filing of policies ensures the accuracy of your Annual Tax Statement and allows times for adjustments or corrections to be made ahead of the Annual Tax Filing deadline.

2. Clear Outstanding Tags

Clearing outstanding tags is critical to ensuring that premium data is accurate. This includes the premium amount, effective dates and coverage type.

3. Check the Quick Info Section

Uncertified policies for the tax year will not be included in your Annual Tax Statement. Check the Quick Info Section on your SLIP home screen to determine whether you have outstanding tags, uncertified or unregistered policies.

4. Run the Annual Tax Statement Detail Report in SLIP (excluding special billing)

This report provides real-time tax data, allowing you to closely compare the data in SLIP against your own records for any discrepancies. Changes can be sent to taxinfo@surpluslines.org at any time. We'll work with you to fix any errors ahead of the deadline to file your premium taxes.

5. Update Contact Information with the OIC

The OIC relies on each Surplus Line Broker Licensee (Individual & Entity) to set up and maintain a tax account login. This account login is different from the Fortress account in which you maintain your licensing information.

If you are unsure as to whether you have a tax account set up, visit the [Online Filing & Payment Center](#). Enter your WAOIC # to view your tax contact and ensure the information is valid.

An invalid tax email address will prevent you from being notified when your Annual Tax Form is ready to file. Further, if you have not established a tax account, you will be unable to file your Annual Tax Form.

If this is your first Annual Tax Filing, please see our [detailed overview](#) of this process and timeline.

Keep an eye out for more newsletters and bulletins as we move toward the March 1, 2025, deadline for premium tax filings.

We look forward to facilitating a successful Annual Tax Filing process for each of our members and hope you will [contact us](#) with any questions.

Sincerely,

Jacqueline Vassallo
AVP, Membership & Compliance
Surplus Line Association of Washington