

**Subject:** SLIP Changes and Memorandum of Understanding



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October 28, 2019

To All Members:

We recently updated our Memorandum of Understanding with the Washington State Office of the Insurance Commissioner and it can be viewed on our website in the document section of [www.surpluslines.org](http://www.surpluslines.org). There are several changes and I will highlight the major changes:

- A referring producer **must** be entered in SLIP which transfers to the certification form. If you are the retail producer as well as the surplus line broker you will need to show your agency in both lines. This is required by WA Laws and Regulations. If you have a list of producers that you would like us to add in SLIP Please send us your list using the format found in the document section of our website – retail producer template.
- In the near future we are going to be collecting Lloyd's Syndicate Level information for each policy so please make sure the complete syndicate listing is sent for every Lloyd's placement.
- We will now be sending certifications and all policy transactions to the Insurance Department monthly via Excel which is a change from the PDF format we had been sending.

If you have any questions please feel free to contact me.

Sincerely,

Bob Hope  
Executive Director

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