

Bulletin No. 2020-15

March 30, 2020

RE: RELIEF FOR EXCESS LINE BROKERS

In response to the increased burdens placed on excess line brokers and their trading partners during the COVID-19 state of emergency, ELANY is providing the following relief:

1. **THE ELANY BOARD OF DIRECTORS HAS WAIVED ALL LATE FILING FEES INCURRED DURING THE MONTHS OF MARCH AND APRIL.** We will reassess the state of emergency and surrounding circumstances in late April to determine if the waiver should be extended.
2. **Problems with Obtaining Signed Documents and Lack of Scanners In Some Home Offices**

ELANY has responded to a number of inquiries about processing difficulties created by working from home, such as obtaining signed documents from insureds and the lack of scanners in some homes. We recommend, as a workaround, the use of a personal device such as a phone or tablet to scan a signed document using a free application such as [Genius Scan](#). The scan can then be transmitted electronically, such as email, to and from insureds.

For wholesalers having trouble obtaining Part C affidavits, producing brokers can access ELANY's website for a [SmartForm Part C](#). The SmartForm features drop down data fields to assist in completing the form with an electronic signature, or the producing broker can print a hard copy for signature. The former is transmitted electronically, while the latter can take advantage of the personal device approach noted above. See our [instructional video](#) on completing the SmartForm Part C.

Finally, New York accepts most facsimile, imaged and electronic signatures as noted [here](#).

All current ELANY bulletins and other current ELANY publications can be found on our website at <http://www.elany.org>.

Follow ELANY

