

## Diana Capes

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**Subject:** New Hampshire: Surplus Lines Filing Requirements & Reminders

**Importance:** High

The purpose of this communication is to advise all producers and business entities that hold surplus lines authority that the New Hampshire Insurance Department has updated our filing instructions. The updated instructions can be found on our website at the following link:

[Surplus Lines Electronic Filing Instructions](https://www.nh.gov/insurance/companies/surpluslines/documents/optinsregistration.pdf)

(<https://www.nh.gov/insurance/companies/surpluslines/documents/optinsregistration.pdf>)

### PLEASE NOTE THESE IMPORTANT REMINDERS:

- When submitting surplus lines filings in OPTins, the filings must be submitted under the account of the producer or entity that is listed on the declaration's page and responsible for paying the tax.
- Please use the licensee's National Producer Number (NPN) for identification. The NPN# must be used in the OPTins account, the monthly affidavit, and the annual statement.
- Monthly filings are due by the 10<sup>th</sup> of the following month that the business was placed.
- Annual Statements are due no later than January 31<sup>st</sup>, 2024.
- The Annual Affidavit no longer needs to be notarized and can be signed electronically.
- If the producer has had no business to report during a month, the monthly filing report is **NOT** required.
- Please be sure to use the correct company NAIC number for the policy.
- When amending a filing, please **ONLY** include the changes on your form. The data on the original submission is not replaced or removed.
- Please enter the binder/policy number exactly as it appears on the policy. (including alpha, numeric, and special characters).
- If the filer information has changed, please be sure the OPTins account is updated with the most current contact information.

Please feel free to respond to this email with any questions.

Thank you,

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