



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
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BILL LEE  
GOVERNOR

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COMMISSIONER

## BULLETIN 25-01

To: All Non-Admitted Insurers Doing Business in Tennessee

From: Carter Lawrence, Commissioner   
Carter Lawrence (Feb 7, 2025 13:43 CST)

Date: February 5, 2025

RE: Reconciliation of Premium on Surplus Lines Policies Issued in Tennessee

The Tennessee Department of Commerce and Insurance (the “Department”) requests that all non-admitted insurers doing business in Tennessee submit the information outlined in this bulletin regarding surplus lines insurance policies written in Tennessee beginning with calendar year 2024 and going forward. The requested data is necessary to reconcile the premiums written by non-admitted insurance companies with the premiums reported to Tennessee by non-admitted filers (i.e., surplus lines agents/brokers, direct procurement, and risk purchasing groups).

Tennessee follows the “Home State” taxation and regulatory requirements that are outlined in the Non-Admitted and Reinsurance Reform Act of 2010 (“NRRA”), 15 U.S.C. § 8201 *et seq.* Currently, all Tennessee “Home State” surplus lines insurance business is filed by non-admitted filers through the filing platform known as Surplus Lines Information Portal (“SLIP”), administered by Surplus Lines Automation Suite (“SLAS”). The purpose of this bulletin is to allow the Department to also receive policy data from non-admitted insurers so that the Department can reconcile the data and ensure more accurate reporting of surplus lines business in Tennessee.

Beginning with information regarding premiums written for policies that became effective in calendar year 2024, the Department requests that all non-admitted insurers begin submitting policy data to the Department through SLIP. SLIP is accessible at <https://slip.slasclearinghouse.com>. All non-admitted insurers currently in the SLIP system should have SLIP login credentials. Passwords can be reset on the SLIP login page if needed. New non-admitted insurers can register for a SLIP account on the [SLAS SLIP login page](#).

Insurers may submit data into SLIP using either manual data entry or via an XML batch process for multiple policy submissions. Insurers reporting a relatively small number of policies are ideal candidates for the manual data entry in SLIP, while insurers reporting numerous policies may

prefer to submit data in XML batch format. Please contact the SLAS staff at [batchfiling@slasclearinghouse.com](mailto:batchfiling@slasclearinghouse.com) to request information on the batch filing process.

The Department will reconcile the data submitted by non-admitted insurance companies with the data filed by non-admitted filers/brokers in SLIP. Please report the data as it appears on the declarations page. The following data elements should be included for each policy submitted by an insurer:

- Policy number
- Name of insured
- Name of the surplus lines agent or direct procurement filer
- Amount of premium (100% of the premium for Tennessee “Home State” policies)
- Transaction effective date

Foreign non-admitted insurers writing business in Tennessee should submit the requested data by March 31, 2025, for policies effective January 1, 2024, through December 31, 2024. For policies that become effective in 2025 and beyond, the data should be reported using the schedule below. Alien non-admitted insurers should submit the requested data by June 30 of each year for data pertaining to the preceding year.

<b>Foreign Insurers – Quarterly Filings</b>		
<b>Reporting Period</b>	<b>Transaction Effective Date</b>	<b>Reporting Deadline</b>
1 <sup>st</sup> Quarter	January 1 – March 31	June 30
2 <sup>nd</sup> Quarter	April 1 – June 30	September 30
3 <sup>rd</sup> Quarter	July 1 – September 30	December 31
4 <sup>th</sup> Quarter	October 1 – December 31	March 31 the following year
<b>Alien Insurers – Annual Filings</b>		
<b>Reporting Period</b>	<b>Transaction Effective Date</b>	<b>Reporting Deadline</b>
Annual	January 1 – December 31	June 30 the following year

For more information on insurer reporting or premium reconciliation, please contact the SLAS team at [InsurerServices@slasclearinghouse.com](mailto:InsurerServices@slasclearinghouse.com) or by phone at (877) 267-9855. You may also contact the Department at [surplus.lines@tn.gov](mailto:surplus.lines@tn.gov) or by phone at (615) 741-1670.