

TO: All Eligible Surplus Lines Brokers Transacting Business in the State of South Carolina  
FROM: The South Carolina Department of Insurance  
SUBJECT: Yearly Surplus Lines Broker Tax Form  
DATE: December 15, 2011

The purpose of this Notice is to inform Surplus Lines Brokers as well as and any Independently Procured Insured who submitted a 2011 quarterly tax payment that the yearly Surplus Lines Broker Tax Form will be converted from a pdf document to a spreadsheet so that the Department can expedite the 2011 year end reconciliation process, given that the new online Broker tax application will be operational on February 15, 2012.

The spreadsheet template will be available for download on- line on the Department's website [www.doi.sc.gov](http://www.doi.sc.gov). Once on the home page, scroll down to either [Companies](#) or Individuals/Agencies and please follow the instructions below:

**"Company Information" Heading**

Under the [Companies Heading](#) please select "Taxation".

Scroll down to the middle of the page and select "[Surplus Lines Tax Forms](#)".

Select "2011 Yearly Surplus Lines Broker Tax Template".

**"Individual /Agencies" Heading**

Under the Individual /Agencies Heading select "[Surplus Lines Broker](#)".

Scroll down to the middle of the page and select '[Premium Tax Forms and Instructions](#)'.

Select "[2011 Yearly Surplus Lines Broker Tax Template](#)".

Once the spreadsheet is completed please mail to the following address [irmmail@doi.sc.gov](mailto:irmmail@doi.sc.gov)

If you have a fourth quarter payment, please remit your fourth quarter payment (check, money order or cashier's check) along with a copy of the Broker Quarterly Premium Tax form.

**Broker Compliance**

Fourth quarter Broker premium tax payments must be received by January 30, 2012. If the tax payment is late you will be assessed an administrative fine of \$200.00 in accordance with South Carolina Code of Laws Section 38-2-10 (2002). The code section also provides that interest is due on any late premium tax payment at the rate of five percent for each month or fraction of a month from the date the fees or taxes originally were due until the deficiency is paid. The total maximum interest to be charged cannot exceed twenty five percent.

Questions regarding the 2011 Yearly Brokers Tax Form (spreadsheet) should be directed to Todd Shirey [TShirey@doi.sc.gov](mailto:TShirey@doi.sc.gov) or 803-737-6147.