

# Correcting Errors

## Common Mistakes

1. Large number of errors
2. Embedded Commas

example: John Doe, 1201 Main Street, Suite 1000, Columbia, SC, 20201 should appear as:  
John Doe, "1201 Main Street, Suite 1000", Columbia, SC, 20201

**Embedded commas** – This is common in address fields. If a data field contains a comma be sure to surround the field with quotation marks. For example: the street address in the example here should appear quote 1201 Main Street, Suite 1000 quote.

# Correcting Errors

## Common Mistakes

1. Large number of errors
2. Embedded Commas
3. Incorrect Totals

**Incorrect Totals** – If the totals fields returned by us appear to be incorrect please make sure that you've rounded the dollar amount on the fields as indicated in the layout. Remember to round to the nearest dollar; don't just drop off the amount to the right of the decimal point.

## **Questions on Batch Uploads?**

# Broker Tax Dash Board

Broker Tax Dash Board [Main Menu | Logout](#)

Please select from the below which best meet your needs.

- [Manually Add Submission](#)  
Submit Policy Risk and Premium information one at a time.
- [Manually Add Endorsement](#)  
Submit an Endorsement for a Policy one at a time.
- [Batch Upload](#)  
Submit multiple Policy Information and Endorsements through batch file upload.
- [View/Search/Edit Submissions](#)  
Allows you to View or Edit a Submission that you submitted for the current tax year.
- [Cancel Submissions](#)  
Allows you to Cancel a Non-Expired Submission
- [Process/Pay Quarterly Tax](#)  
Allows you to reconcile county distribution and pay premiums taxes due on a current quarterly basis.
- [Renew Submission](#)  
Allows you to renew an expiring policy.
- [Submission Summary](#)  
See submission summary as of current year

Select View/Edit/Cancel Submissions

# Quarterly Transaction

The screenshot shows the 'Quarterly Transactions' interface. At the top, there are navigation links: 'View/Edit/Cancel Submissions', 'Add Submission', 'Add Endorsement', 'Process/Pay Quarterly Taxes', 'Batch Upload', and 'Renew Submission'. Below this, the 'Broker Name' is 'Jane Doe' and the 'SC Individual #' is '161515'. A search bar is present with a dropdown for 'Submission #' and a 'Search' button. To the right, there are filters for 'Filter By:' (set to '2011') and 'Quarter' (set to 'Quarter 1').

Submission Year	Submission #	Policy #	County Code	Property	All Other	Policy Fee	Total Premium and Policy Fee	Premium Tax Liability		
+	2011	123	8965	02	1,500		50	1,550	62	<a href="#">View/Edit</a>
	2011	152	7895	05	2,500	300	50	2,850	114	<a href="#">View/Edit</a>
	2011	162	8855	12	150	25	25	200	8	<a href="#">View/Edit</a>
+	2011	178	5542	46	300		100	400	16	<a href="#">View/Edit</a>

Below the table is an 'Endorsements' section with columns: 'Endorsement #', 'Policy #', 'Effective Date', 'Expiration Date', 'Total Premium', 'Policy Fee', 'Total Premium and Policy Fee', and 'Premium Tax Liability'. A 'View' link is at the bottom right of this section.

Callouts from the image:

- Search Submissions and Endorsements by either Submission # or Policy # (points to the search bar)
- Current Tax Year is set to default (points to the '2011' filter)
- Plus Sign (+) denotes an endorsement(s) is associated with a submission (points to the '+' signs in the table)

## Quarterly Transactions Screen: View/Edit/Cancel

The quarterly transaction screen will allow the user to view all submissions and endorsements submitted by the broker. Tax year is defaulted to the current year. In January however, the previous and current tax year will be open.

Initially, the screen will show submissions for the current open quarter. A plus sign placed to the left of the submission indicates endorsements are associated to the submission. To view the endorsements click the plus sign.

To search for a single submission user may search by either policy number or submission number. The submission will display, and again the plus sign located to the left of the submission will denote endorsements are associated to the submission.

User will be able to filter by quarters. From the dropdown list users will be able to select the quarter they wish to view or all quarters if the fourth quarter tax period is open.

To view detail submission information, click Edit/Cancel.

# View Edit Cancel Submission

View/Edit/Cancel Submission [Main Menu | Logout](#)

[View/Edit/Cancel Submissions](#) | [Add Submission](#) | [Add Endorsement](#) | [Process Pay Quarterly Taxes](#) | [Batch Upload](#) | [Renew Submission](#)

Broker Name: Jane Doe SC Individual #: 151515 [Cancel Submission](#)

Agency Code: [ ] Agency Name: [ ]

Submission Category: Regular Submission #: 123

**RISK** PREMIUM ENDORSEMENT

Multi-state Policy  
 South Carolina the home state?

Insured Type: Individual  
Insured Name: Betty White  
Risk Description: [ ]  
Policy Number: 8965  
Placement Date: 09/23/2011  
Policy Effective Date: 09/27/2012  
Policy Expiration Date: 09/27/2012  
Insured/Risk Address: 1201  
City: Aiken State: SC Zip Code: 29803  
County: Aiken

Have Been Unable to obtain Requested Insurance from the Following Licensed Insurers:  
Bob Hope Insurance Company  
Enter Insurer Here  
Enter Insurer Here

[Next](#)

## View/Edit/Cancel Submission Screen

Users will be able to modify all or part of the current submission information. Certain information is not modifiable if an endorsement is associated to the submission. If there is an endorsement, only insured/risk information can be modified. If there is no endorsement all submission information is editable with the exception of submission number, broker individual number and broker name..

If the quarter is closed and the reconciliation process is complete, submission and endorsement information for the closed quarter are no longer editable.

The endorsement tab will list all endorsements associated to the submission. The list will be scrollable and will include the following information :

- Endorsement #
- Effective date
- Expiration Date
- Tax Amount

Endorsements will be listed in descending order.

## Cancel a Submission

The user may cancel a submission by clicking the 'Cancel Submission' button. The submission status will be set to 'Cancel'. Cancellation does not remove the submission from the system but does change the status of the submission. To cancel, the submission must have a status of 'Accepted' and the Tax year must be open. Once a submission is canceled, it is no longer editable. .

**Questions on Viewing/Edit/Canceling  
Submissions?**

# Broker Tax Dash Board

Broker Tax Dash Board [Main Menu](#) | [Logout](#)

Please select from the below which best meet your needs.

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Submit Policy Risk and Premium information one at a time.
- [Manually Add Endorsement](#)  
Submit an Endorsement for a Policy one at a time.
- [Batch Upload](#)  
Submit multiple Policy Information and Endorsements through batch file upload.
- [View/Search/Edit Submissions](#)  
Allows you to View or Edit a Submission that you submitted for the current tax year.
- [Cancel Submissions](#)  
Allows you to Cancel a Non-Expired Submission
- [Process/Pay Quarterly Tax](#)**  
Allows you to reconcile county distribution and pay premiums taxes due on a current quarterly basis.
- [Renew Submission](#)  
Allows you to renew an expiring policy.
- [Submission Summary](#)  
See submission summary as of current year.

Choose Process/Pay Quarterly Tax from the Broker Tax Dash Board

# Quarterly Transaction Summary

**Quarterly Summary** [Main Menu | Logout](#)

Broker Name: Jane Doe SC Individual #: 151515

**Transaction Summary** [View Policy Submissions](#)

Quarter: 1 Distribution of Premiums Written for Quarter: \$4,775  
 Total # of Policies Submitted: 4  
 Total # of Endorsements Submitted: 2  
 Total Cancellations: 0

Quarter 1 - County Distribution - Property Premiums (Codes 22.06, 22.10, 22.18)

County ID	County Name	Premiums	County ID	County Name	Premiums
1	ABBEVILLE	\$100	24	GREENWOOD	\$60
2	AIXEN	\$615	26	HAMPTON	\$4,000

Calculate Total County Distribution: \$4,450

Total Premiums Written: \$4,775  
 Total Policy Fees: \$225  
 Total Premiums and Policy Fees: \$5,000  
 Current Total Tax Liability: \$200.00

What is your Total Tax Liability for Prior Year Submissions Endorsed in 2012:  (negative in -1999)  
 How much was refunded to policyholder(s) regarding prior year policies that were cancelled in 2012:  (negative in -1999)

Administrative Fee:  
 Total Amount Due:

If other than the broker, please provide the following:  
 Principal Contact Name:   
 Principal Contact Phone Number:  Extension:   
 Principal Contact Email Address:

[Update and Pay Later](#) [Complete and Pay](#)

## Quarterly Transaction Summary

At the end of each quarter the system will generate a quarterly tax form ; the quarterly transaction summary.

- At the top of the screen, quarter cumulative totals are listed:
- The number of submissions processed
- The number of endorsement processed
- The number of cancellations processed
- Total distribution of written premiums for quarter (for all coverage).

Users will be able to redistribute property premiums amounts. If property premiums amounts are redistributed, the system will recalculate the total. If the re-calculated total does not agree with the total county distribution previously calculated by the system, an error will be posted. You may correct the redistribution to agree with Department totals but if your records do not match any of our calculated totals Click 'View Policy Submissions'.

You will be navigated to the Quarterly Transaction Screen to modify submissions and endorsements.

Once you are done with modifying submissions and endorsement, you can navigate back to this screen.

As the department does not have historical submissions before 2012, current endorsements and cancellations, premium and fees totals on previous years policies will have to be supplied. The department tax division will require documentation for this.

Please provide the name of the contact person if other than broker at the bottom of the screen.

If quarterly tax information is correct or you have made the necessary corrections to your taxes click the Complete and Pay Button

You will be navigated to the Electronic Payment Method Screen.

# Quarterly Transaction

The screenshot shows the 'Quarterly Transactions' page. At the top, there are navigation links: 'View', 'Edit', 'Cancel Submissions', 'Add Submission', 'Add Endorsement', 'Process/Pay Quarterly Taxes', 'Batch Upload', and 'Renew Submission'. Below this, the user's name 'Jane Doe' and 'SC Individual # 161998' are displayed. A search bar is present with a dropdown for 'Submission #' and a 'Search' button. The 'Filter By' section is set to '2011' and 'Quarter 1'. A table lists transactions with columns for Submission Year, Submission #, Policy #, County Code, Property, All Other, Policy Fee, Total Premium and Policy Fee, and Premium Tax Liability. A plus sign (+) is next to the 2011 submission with ID 178. Below the table is an 'Endorsements' section with columns for Endorsement #, Policy #, Effective Date, Expiration Date, Total Premium, Policy Fee, Total Premium and Policy Fee, and Premium Tax Liability. A 'View' link is at the bottom right of the endorsements table. Three callout boxes provide additional information: the first points to the search bar, the second points to the 'Filter By' dropdowns, and the third points to the plus sign in the table.

Search Submissions and Endorsements by either Submission # or Policy # or Insured Name

Current Tax Year is set to default

Plus Sign (+) denotes an endorsement(s) is associated with a submission

Submission Year	Submission #	Policy #	County Code	Property	All Other	Policy Fee	Total Premium and Policy Fee	Premium Tax Liability
+ 2011	123	8965	02	1,500		50	1,550	62
2011	152	7895	05	2,500	300	50	2,850	114
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+ 2011	178	5542	46	300		100	400	16

Endorsement #	Policy #	Effective Date	Expiration Date	Total Premium	Policy Fee	Total Premium and Policy Fee	Premium Tax Liability

Total Premium Tax Liability:

Here, submissions and endorsements submitted for the closed quarter are viewable. Users will be able to export this data into an excel spreadsheet.

Here, you will click 'Edit/Cancel' to view detail information on a specific submission. This will navigate you to the View/Edit/Cancel Submission screen.

# View Edit Cancel Submission

Manually Add Submission [Main Menu](#) | [Logout](#)

[View/Edit/Cancel Submissions](#) | [Add Submissions](#) | [Add Endorsement](#) | [Process Pay Quarterly Taxes](#) | [Batch Upload](#) | [Renew Submission](#)

Broker Name: Jane Doe SC Individual #: 151515 [Cancel Submission](#)

Agency Code: [ ] Agency Name: [ ] [BackOut](#)

Filing Late? Reason filing late: [ ] [Reinstate](#)

Submission Category: Regular Submission #: 123

**RISK PREMIUM**

Multi-state Policy  
 South Carolina the home state?

Allocating States: [NC] [WV]

Insured Type: Purchasing Group Company Code: [ ]

Insured Name: Enter Insured Name Here

Risk Description: Enter Risk Description Here

Policy Number: Enter Policy Number Here

Placement Date: Enter Placement Date Here

Policy Effective Date: Enter Effective Date Here

Policy Expiration Date: Enter Expiration Date Here

Insured/Risk Address: Enter Street Address Here

City: Enter City Here State: SC Zip Code: Enter Zip Code Here

County: Abbeville

Have Been Unable to obtain Requested Insurance from the Following Licensed Insurers:

Enter Insurer Here

Enter Insurer Here

Enter Insurer Here

[Next](#)

Here you will be able to edit or cancel a submission or edit one or multiple endorsements.

If the submission has endorsements you can only amend insured/risk information. However, you will be able to modify surplus lines insurers premium adjustments, coverage description premium adjustments, and policy fees adjustments at the endorsement level.

If no endorsements are associated with the submission, the risk and premium information are editable.

Once all corrections are made, return to the Quarterly Transaction Summary Screen via the navigation bar.

At the bottom of the form please provide the name of the contact person if other than broker

If quarterly tax information is correct or you have made the necessary corrections to your taxes click the Complete and Pay Button

You will be navigated to the Electronic Payment Method Screen.

# Quarterly Transaction Summary

## Quarterly Summary

[Main Menu](#) | [Logout](#)

Broker Name: Jane Doe      SC Individual #: 151515

[View Policy Submissions](#)

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Transaction Summary

Quarter: 1      Distribution of Premiums Written for Quarter: \$4,775

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     Total County Distribution: \$4,450

Total Premiums Written: \$4,775

Total Policy Fees: \$225

Total Premiums and Policy Fees: \$5,000

Current Total Tax Liability: \$200.00

What is your Total Tax Liability for Prior Year Submissions Endorsed in 2012:  (negative is -9999)

How much was refunded to policyholder(s) regarding prior year policies that were cancelled in 2012:  (negative is -9999)

Administrative Fee:  
Total Amount Due:

If other than the broker, please provide the following:

Principal Contact Name:

Principal Contact Phone Number:  Extension:

Principal Contact Email Address:

At the end of each quarter the system will generate a quarterly tax form ; the quarterly transaction summary.

At the top of the screen, quarter cumulative totals are listed:  
the number of submissions processed  
The number of endorsement processed  
Number of cancellations processed  
Total distribution of written premiums for quarter (for all coverages).

Users will be able to redistribute property premiums amounts. If property premiums amounts are redistributed, the system will recalculate the total. If the re-calculated total does not agree with the total county distribution previously calculated by the system, an error will be posted. You may correct the redistribution to agree with Department totals but if your records do not match any of our calculated totals Click 'View Policy Submissions'. You will be navigated to the Quarterly Transaction Screen. Here, submissions and endorsements submitted for the closed quarter are viewable. Users will be able to export this data into an excel spreadsheet.

Here, you will click 'Edit/Cancel' to view detail information on a specific submission. This will navigate you to the View/Edit/Cancel Submission screen. Here you will be able to edit or cancel a submission or edit one or multiple endorsements.

If the submission has endorsements you can only amend insured/risk information. However, you will be able to modify surplus lines insurers premium adjustments, coverage description premium adjustments, and policy fees adjustments at the endorsement level.

If no endorsements are associated with the submission, the risk and premium information are editable. Once all corrections are made, return to the Quarterly Transaction Summary Screen via the navigation bar.

# Select Payment Method

**Select Payment Method** [Back to Main Menu](#) [Logout](#)

Total Amount Due  
Paying by Electronic Check: \$37,360.00  
Paying by Credit Card: \$37,996.12 (\$635.12 processing fee + \$1.00 portal fee)

Please select your Payment Method.

Credit Card  
Electronic Check

Please note, when paying with credit card there will be a 1.70% processing fee added to your total amount plus \$1 portal fee.

Select your desired Method of Payment from the drop box.

South Carolina Department of Insurance

On the payment method screen, you will be shown the total amount due. You will also be given the option of paying by credit card or electronic check. Please note when paying with credit card there will be a 1.70% processing fee and a \$1.00 portal fee added to your total amount.

# Credit Card Payment Method

Please enter your Credit Card information in the fields provided below. When finished, click the Submit button ONCE to submit your payment.



Transaction Amount: \$407.80

\*Card Type:

\*Name on Credit Card:

\*Credit Card Number:  (No Spaces)

\*Expiration Date:  /

\*Card Security ID:

Enter your credit card information in the fields below.

South Carolina Department of Insurance

If you select credit card as your payment method, please select your card type. Enter the name on your credit card and enter the credit card # with no spaces. Select the expiration date and enter the card security code. The security code is located on the back of your mastercard, visa, discover card, or debit card and is typically a separate group of 3 digits to the right of the signature strip as shown in the picture above.

## Credit Card Payment Method (continue)

**Credit Card Billing Address**

\*Address:

\*City:

\*State:  ▼

\*Zip Codes:

**Credit Card Contact**

\*Contact Name:

\*Daytime Phone:  (www.aaa.aaa)

Email Address:

\*Required Fields

Enter the Credit Card Billing and contact information in the fields provided, then click "submit".

South Carolina Department of Insurance

Enter your billing address and contact information of the person doing the processing. After entering the information press submit.

## Credit Card Payment Method (continue)

After clicking the "Authorize" button, do not close your browser until you receive confirmation that your payment has been processed. In the rare event that you do not receive confirmation, please contact the Department of Insurance at 803-737-6095.

Amount: \$407.80  
Name on Credit Card: Jane Doe  
Credit Card Type: Visa  
Credit Card Number: 4111111111111111  
Security Number: 541  
Expiration Date: 09/10  
Daytime Phone: 854-965-4485

Address: 123 Jane Doe  
City: adfadt  
State: SC  
Zip Code: 15263  
Daytime Phone: 854-965-4485

By clicking "Authorize", I authorize the South Carolina Department of Insurance to debit the Transaction Amount shown above from the credit card identified.

After clicking "Authorize" Do **NOT** close your browser until you receive confirmation that your payment was processed.

South Carolina Department of Insurance

After pressing submit, you will be taken to this page to review your acct information. Please review this information. If information is correct, please click the 'Authorize' button.

# Credit Card Payment Method (continue)

Please wait while we process your payment...

Payment processing may take up to 5 minutes and 30 seconds. We request you to be patient.  
Please do not use your browser's "Stop" or "Back" buttons while the payment is being processed.

 5:29

Payment may take up to five minutes to process. Please wait while payment process!

South Carolina Department of Insurance

Please wait while we process your payment. Once payment is processed, you will be navigated to the confirmation page.

# Credit Card Confirmation and Receipt

Confirmation and Receipt [Main Menu](#) | [Logout](#)

This Page is your receipt for your Surplus Lines Broker Quarterly Tax payment.  
Please print this page for your records.

**PLEASE NOTE:** When paying by credit card, your credit card statement will reflect a charge in this amount from SC.GOV

**Broker Name:** Jane Doe

**Individual Number:** 151515

**SCDOI Receipt Number:** 124556-151

**Payment Reference Number:** 154263

**Amount Paid to SCDOI:** \$250.00

**Miscellaneous Charges:** Portal fee - \$1.00 Processing fee - \$4.25

**Payment Method:** Credit Card

This page is your receipt for your quarterly payment. Please print a copy for your records. This page has the following information. Broker Name, Individual #, SCDOI Receipt #, Payment Reference Number, Amount Paid, Miscellaneous charges, and payment method.

# Electronic Check Payment Method

J. L. Webb  
123 Main Street  
Anytown, USA 12345

DATE: 1175

PAY TO THE ORDER OF: \$ \_\_\_\_\_  
DOLLARS

MEMO: \_\_\_\_\_

⑆123456789⑆1234567890123⑆1175

Bank Routing Number    Bank Account Number

Transaction Amount: \$1,700.00

\*Account Type:  Checking

\*Routing Number:

\*Re-Type Routing Number:

\*Check Account Number:  (NOT your ATM, Debit, or Credit Card Number)

\*Re-Type Check Account Number:

\*Daytime Phone:  (###-###-####)

\*Required Fields

South Carolina Department of Insurance

If you have chosen electronic check as your payment method, a check from your physical checkbook will help you fill in the information on this screen. Enter your bank routing #, re-enter it to confirm. Enter your check acct #, re-enter it to confirm. Enter your daytime phone # so we can contact you if there are problems with your electronic check payment. Please do not enter your check # as part of your checking acct#. If you enter your check # along with your acct #, your payment will be rejected by our bank and your will assessed a \$35.00 return check fees.

Once you are sure the information entered is correct, press submit.

# Electronic Check Payment Method (continue)

Please carefully review the following information. If it is correct, click the "Authorize" button **ONCE** to authorize your payment. If it is not correct, choose the "Change" button to return to the payment information.

After clicking the "Authorize" button, do not close your browser until you receive confirmation that your payment has been processed. In the rare event that you do not receive confirmation, please contact the Department of Insurance at 803-737-6193.

Account Type: Checking  
Bank Routing Number: 111111111  
Account Number: 11111111111111111111  
Amount: \$80.00  
Daytime Phone: 986-658-9636

By clicking "Authorize", I authorize the South Carolina Department of Insurance to debit the Transaction Amount shown above from the bank account identified.

Authorize  Change

Review Bank Account information and click "Authorize" to submit payment

South Carolina Department of Insurance

After pressing submit, you will be taken to this page to review your acct information. Please review this information. If information is correct, please click the 'Authorize' button.

## Electronic Check Payment Method (continue)

Please wait while we process your payment...

Do not use your browser's "Stop" and "Back" buttons while the payment is in progress.

Please wait while payment process!

South Carolina Department of Insurance

Please wait while we process your payment. Once payment is processed you will be navigated to the confirmation page. Please print this page for your records.

# Electronic Check Confirmation and Receipt

Confirmation and Receipt [Main Menu | Logout](#)

This Page is your receipt for your Surplus Lines Broker Quarterly Tax payment.  
Please print this page for your records.

**PLEASE NOTE:** When paying by credit card, your credit card statement will reflect a charge in this amount from SCBOV

Broker Name: Jane Doe  
Individual Number: 151515  
SCDOI Receipt Number: 124556-151  
Payment Reference Number: 154263  
Amount Paid to SCDOI: \$250.00  
Miscellaneous Charges:  
Payment Method: Electronic Check

If you have a question or problems with your payment, please contact IRM @ [IRMMail@doi.sc.gov](mailto:IRMMail@doi.sc.gov) and provide your SC Individual Number and Payment Reference # in your email.

This page is your receipt for your quarterly payment. Please print a copy for your records. This page has the following information. Broker Name, Individual #, SCDOI Receipt #, Payment Reference Number, Amount Paid, Miscellaneous charges, and payment method.

## Important Information

Please be reminded that there is a cap on credit card payments.  
Any payments exceeding \$99,999.00 cannot be processed by the credit card vendor.

Brokers paying by electronic check (ACH) that have blocks on their bank account should use the following information to allow the Department to successfully debit their account:

Trading Partner Originating Company Name: SC State Department of Revenue  
Trading Partner Originating Company ID: 5570882454

**PENALTY:**

A \$250 penalty fee will be automatically assessed by the system if payment is not received Within thirty days after the close of the quarter. At this time buttons on the Broker Tax Dashboard will be disabled with the exception of the "Process/Pay Quarterly Tax."  
No FTP upload will process until payment is remitted.

Taxation will have the capability to delete a submission or endorsement at the request of the Broker for an open tax year. Taxation will have the capability to reactivate a submission if the Submission is canceled in error. User must submit request in writing preferably email.

We plan to enhance the online "Update Individual Demographics" application to allow Brokers To update their contact information.

## And Finally the end...

Thank you for attending our webinar. If you have additional questions please Write to [irmmail@doi.sc.gov](mailto:irmmail@doi.sc.gov). We will post this presentation on our website at <http://doi.sc.gov/company/Pages/Taxation.aspx>. For questions we have not answered To your satisfaction, we will post them with the presentation.

## Questions and Answers

Question 1: Will we (brokers) be able to input municipal data into the system?

Answer: Municipal data and taxes are filed at the Municipal Association of South Carolina not with the Department of Insurance

Question 2: How will BOR (Broker of Record) accounts be handled? Can a BOR submit an endorsement to a policy originally submitted by another broker?

Answer: The BOR has to contact the department to transfer ownership of the submission to him before he can submit an endorsement.

## Questions and Answers

Question 3: Will the broker submission be template still be due for the 3<sup>rd</sup> quarter?

Answer: Yes

Question 4: Are ACH payments immediately debited?

Answer: No. It takes 2 days to clear.

Question 5: When can we try out the batch upload via FTP (file transfer protocol)?

Answer: No later than Dec 1, 2011

## Questions and Answers

Additional Questions whose answers we will post at a later date.

1. How do we do endorsement on a previous year submission if the system begins on 2012?