

NORTH CAROLINA SURPLUS LINES ASSOCIATION



SLIP INVOICE PAYMENT GUIDE

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If you have any questions, please email
contact@ncsla.com.

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Surplus Lines Information Portal (SLIP) Invoices

On the first business day following the end of each calendar quarter, each SLIP user will receive the following items in their SLIP inbox. (Invoices are received in January, April, July, October)

- Surplus Lines Tax Invoice
- Stamping Fee Invoice
- Billing Report

Important things to note before making payments for the surplus lines tax and stamping fee invoices.

1. Taxes and stamping fees are due within **30 days** of the invoice date.
2. Separate payments must be issued for the surplus lines tax and stamping fee invoices.
3. Invoices must be paid in full to be compliant with the NCDOT.
4. Payment for the surplus lines taxes and stamping fees must be paid in SLIP by ACH electronic payment.
5. **No adjustments can be made to the invoice.**
6. Transactions entered in SLIP after the quarter has closed will be reflected on the next invoice.

Surplus Lines Tax Invoice

1. Locate the surplus lines tax invoice.

- 1.1. The surplus lines tax invoice can be found in your SLIP inbox or by selecting the “Invoices” tab in SLIP and changing the invoice type to “NC SL Taxes”.
- 1.2. Click the invoice number to download and view your surplus lines tax invoice.

2. Make payment for the surplus lines tax.

For ACH payment, the SLIP administrator will need to enter their bank information in SLIP on the payment screen for the surplus lines tax. This information will then be transmitted to the bank and will debit the tax payment from the agency’s account.

- 2.1. The stamping fee payment screen can be found in SLIP by selecting Payment and selecting the invoice type “NC SL Taxes”. (The payment screen will show the total tax balance outstanding and a list of all unpaid tax invoices.)



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2.2. Enter new bank account information or select existing account information. If your bank requires the NCSLA customer ID number to allow for this debit transaction, please see the information listed below.

- ACH Company Name – NC DEPT INSUR
- ACH Company ID – 1561401519

2.3. Before selecting the pay button, we recommend that your browser's popup blocker is turned off for SLIP. This can prevent the payment confirmation box from appearing.

2.4. Select – Pay

2.5. Save or print payment confirmation.

Stamping Fee Invoice

1. Locate the stamping fee invoice.

1.1. The stamping fee invoice can be found in SLIP by selecting - Invoices. Stamping fees will be the default selection for the invoice type.

1.2. Select the invoice number to download and view your stamping fees invoice.

2. Make ACH payment for stamping fee invoice in SLIP.

For ACH payment, the SLIP administrator will need to enter their bank information in SLIP on the payment screen for surplus lines stamping fees. This information will then be transmitted to the bank and will debit the stamping fees from the agency's account.

2.1. The stamping fee payment screen can be found in SLIP by selecting – Payment. (The payment screen will show the total stamping fee balance outstanding and a list of all unpaid stamping fee invoices.)

2.2. Enter new bank account information or select existing account information. If your bank requires the NCSLA customer ID number to allow for this debit transaction, please see the information listed below.

- ACH Company Name – NCAROLINASURPLUS
- ACH Company ID – 1581712305

2.3. Before selecting the pay button, we recommend that your browser's popup blocker is turned off for SLIP. This can prevent the payment confirmation box from appearing.

2.4. Select – Pay

2.5. Save or print payment confirmation.



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Billing Report

Filers will also receive a billing report in SLIP that contains all transactions included in the surplus lines tax and stamping fee invoices. A link to your quarterly billing report will be in your SLIP inbox, or the billing report can be found by navigating to the *Reports* tab.

SLIP Inbox - Email Notifications

If you would like to receive email notifications each time invoices or other items appear in your SLIP inbox, please follow the steps printed below.

1. Log in SLIP
2. Select User Admin – User Data
3. Scroll down and select “Edit”
4. Select the email notification box
5. Click “Save”

Late Payments

The North Carolina surplus lines taxes and stamping fees must be paid in full within 30 days of the invoice date or the licensee will be subject to penalties imposed by the North Carolina Department of Revenue Statutes.

Contact Us

Please send all inquiries to contact@ncsla.com

For additional information on SLIP, visit our website. www.ncsla.com