



General Bulletin #27 Filing Mistakes

To: All Illinois Surplus Line Producers & Interested Parties
From: David L. Ocasek

As our volume continues to increase, please help us keep our efficiency (and *yours*) at peak levels by reviewing the following common filing mistakes.

- **Member Number.** Remember, your SLA member number is *not* the same as your license number. If you're not sure what your member number is, call us.
- **Batching.** The maximum number of items per Verification Slip is *twenty*. Do not try to squeeze a twenty-first item onto the end of a batch. Our system will not accept it. Also, if you have more than one item to file, don't create separate Verification Slips for each item. Combine them (up to 20) on one Verification Slip.
- **Original/Copy.** If you have a preference about which copy of the policy we should keep, or if it is difficult to tell which is the original, mark the copy that you want us to keep by writing "SLA Copy" on the declarations page.
- **Service of Suit.** If you are the one assembling the policy, it is helpful to have the service of suit clause or endorsement either right below the declarations page, or as the very last page of the policy. If the service of suit is buried within the interior of the policy, it would be helpful if you would mark it by affixing a small post-it note that extends past the edge of the page on the "SLA Copy" of the policy.
- **Staples.** Do not staple the original to the "SLA Copy."
- **Jackets.** If the original policy has a jacket and there is policy wording on the jacket, make sure you include a copy of the jacket with the "SLA Copy." Otherwise, our copy is incomplete.
- **Mail/Pickup.** If you mail a batch to us, we will mail it back. If you messenger it, we will expect you to pick it up. If you want documents returned via a different method than they were delivered, you must check the appropriate box in the lower left corner of the Verification Slip. Put any special instructions in the "Special Instructions" box.

If you have any questions regarding this bulletin, please do not hesitate to contact our office.

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