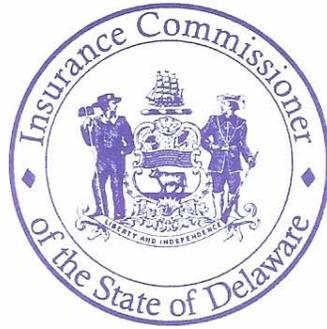


Matthew Denn
Insurance Commissioner



Department of Insurance
841 Silver Lake Blvd.
Dover, DE 19904-2465
(302) 674-7300
(302) 739-5280 fax

MEMORANDUM

To: All Business Entities Licensed for Surplus Lines in Delaware
From: Ann Fletcher, Tax and Fees Coordinator
Date: December 2008
RE: AGENCY ANNUAL REPORT FORM SL-1706-08

The BUSINESS ENTITY REPORT OF AFFILIATED INDIVIDUAL SURPLUS LINES BROKERS, Form SL-1706-08, also referred to as the "Agency Annual", is the only filing that is required from agencies. All business entities licensed for surplus lines must submit this report.

Business entities (agencies, brokerages, firms, etc.) should use this form to list all surplus lines brokers active in the state of Delaware, resident and non-resident, who were affiliated with the business entity during the calendar year. The Agency Annual report is due on or before March 1 each year and should be submitted as an email attachment by clicking the SUBMIT button. **DO NOT MAIL THIS FORM.**

The *Surplus Lines Broker Premium Tax Annual Summary Report (Form SL-1916)* should **NOT** be submitted for a business entity. However, please remind each individual surplus lines broker affiliated with your agency that he or she **must** file the SL-1916 on or before March 1, 2009, whether or not he or she procured any business in Delaware during calendar year 2008. If an individual surplus lines broker did not transact any business during 2008, a zero tax report is required.

Please note that the SL-1706-08 Agency Annual report is to list Surplus Lines Brokers only. Affiliated brokers who hold a valid Delaware surplus lines license are considered active whether or not they procured any surplus lines business in Delaware during the calendar year, and should be listed on the report.

Questions or comments should be directed by email to Ann.Fletcher@state.de.us or you may call (302) 674-7300 and ask for the Surplus Lines section.

INSTRUCTIONS

FORM SL-1706 – BUSINESS ENTITY REPORT OF AFFILIATED INDIVIDUAL SURPLUS LINES BROKERS

This annual *Business Entity Report of Responsible Individual Surplus Lines Brokers*, Form SL-1706, is to be used by business entities to report information listing the Delaware-licensed individual surplus lines brokers employed by or representing the agency. **This is the only filing that is required from business entities. Business entities should NOT submit tax reports.**

This SL-1706 form, sometimes referred to as the “Agency Annual”, is updated annually and must be obtained from the Department’s website. The form is an interactive PDF that can be completed online. The completed form is emailed to the Department by clicking the SUBMIT button, then sending the email. The form must be submitted on or before March 1 each year.

**FOLLOW THESE INSTRUCTIONS FOR EACH FIELD AS INDICATED.
PLEASE NOTE THAT THIS FORM DIFFERS FROM THE SAMPLE SL-1706 FOUND IN THE
2006 EDITION OF THE SL BROKERS’ PROCEDURES MANUAL.**

Description	Instructions
Type of Report	Click the check box to Indicate whether the report is an original filing or an amendment.
Version of Form	Each Form is identified in the upper right hand corner and numbered according to the section of Title 18 to which it applies. Always be sure you are using the most current version of a Form.
Instructions, Due Date,	Carefully review the brief general instructions on the form. The form may be completed online and emailed directly to the Department by clicking the SUBMIT button. The form may also be saved to your computer by clicking the SAVE button. The emailed form must be <i>received</i> on or before March 1.
Agency Name and Address	Enter the name and mailing address of the business entity.
Contact Name, Email Phone & Fax #	Enter the information for the person responsible for making filings to the Department. NOTE: This person does not have to be a SL Broker.
Agency ID	Enter the 7-digit Delaware SL license number of the Business Entity. Note: Delaware requires that both individuals and business entities hold a surplus lines license. License numbers may have a leading zero. Enter all 7 digits.
Agency FEIN	Enter the federal employer identification number (EIN) of the Business Entity.
Home State	Enter the 2 letter abbreviated name of the state in which the business entity holds its resident license or where the primary place of business is located.
Individual SL Broker Name(s)	Enter the name of each individual SL broker affiliated with the Agency. Remember: If an individual SL brokers identifies the Agency in any way (such as use of Agency name, letterhead, address, etc.) in the course of business, the Department considers that SL broker affiliated with the Agency.
SL Broker ID	Enter the 7-digit Delaware SL license number of each individual SL broker. Note: License number may have a leading zero. Enter 7 all digits.
Current Status	Indicate the SL broker’s current affiliation status with this agency. For example, if a SL broker was affiliated with the agency during 2008, but has left employment at the time of this report, list the name and ID # and make a note in this status field. If a SL broker is currently affiliated with the agency, you may simply enter “ACTIVE” (whether or not the broker wrote any business).



**STATE OF DELAWARE DEPARTMENT OF INSURANCE
BUSINESS ENTITY REPORT OF AFFILIATED
INDIVIDUAL SURPLUS LINES BROKERS
FOR THE CALENDAR YEAR 2008, DUE MARCH 1, 2009**

Original Report
Amended Report

**SL Business Entity
Form SL-1706-08**

To be used by insurance agencies to report information listing individual surplus lines brokers who were affiliated in any way with the agency during the calendar year.

THIS REPORT IS TO LIST SURPLUS LINES BROKERS ONLY.

List all SL brokers affiliated with the agency whether or not they procured any business. No policy detail or premium information is required. This form helps the Department to make sure all individual SL brokers have filed the annual SL-1916 premium tax report. If more than 10 SL brokers are affiliated with the agency, additional pages or a separate schedule may be attached.

REMINDER: Each individual surplus lines broker is required to submit a separate Surplus Lines Broker Premium Tax Annual Summary Report (Form SL-1916-08), which is available through the OPTins program. Click [here](#) for more information.

SUBMISSION INSTRUCTIONS: After information is entered in all applicable fields click the SAVE button to save the form for your records. Click the SUBMIT button to email this form to the Department. The SUBMIT button will open an email automatically. Click Send to complete the submission.

AGENCY SURPLUS LINES (SL) INFORMATION AND MAILING ADDRESS

Agency Name: _____	Agency ID: (DE SL Lic. #) _____
Agency Address: _____	Agency FEIN: _____
_____	Home State (abbr.): _____
City - State - Zip + 4: _____	
Contact Person: _____	<i>Questions should be directed to:</i>
E-mail: _____	Ann Fletcher
Phone #: _____ Fax #: _____	Tax Coordinator
	E-mail: Ann.Fletcher@state.de.us

AFFILIATED INDIVIDUAL SURPLUS LINES BROKERS

List all Surplus Lines Brokers who were affiliated with this Agency during the calendar year 2008.

INDIVIDUAL SURPLUS LINES BROKER'S NAME	INDIVIDUAL'S 7-DIGIT DELAWARE SL LICENSE NUMBER	CURRENT STATUS (Is this broker still actively affiliated with this agency?)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____