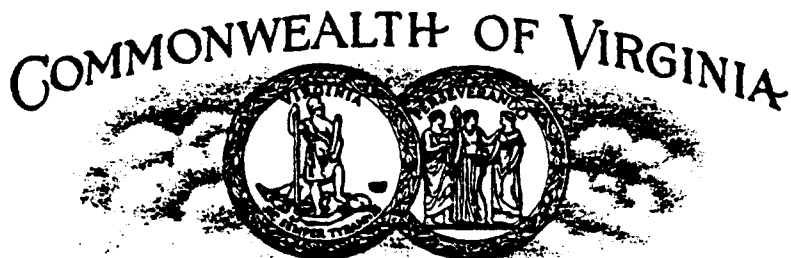


JAMES M. THOMSON
COMMISSIONER OF INSURANCE
THOMAS S. NARDO
FIRST DEPUTY COMMISSIONER



BOX 1157
RICHMOND, VA. 23
TELEPHONE (804) 786-

STATE CORPORATION COMMISSION
BUREAU OF INSURANCE

January 18, 1985

ADMINISTRATIVE LETTER
1985-1

M E M O R A N D U M

TO: All Persons Licensed as Surplus Lines Brokers
in Virginia

RE: SURPLUS LINES BROKERS
Gross Premium Tax Report
Calendar Year - 1984

Pending final determination by the State Corporation Commission regarding the proposed Surplus Lines Insurance Regulation, you are being sent the necessary forms for payment of the Gross Premium Taxes on business transacted during the preceding calendar year.

ON OR BEFORE March 1, 1985, every person who held a license as a Surplus Lines Broker in the preceding calendar year must file a "Gross Premiums Tax Report" on business transacted during the preceding calendar year and must pay the applicable premium taxes and/or assessment. Failure to file and/or pay on or before March 1st will subject you to the penalties prescribed by law.

PLEASE OBSERVE THE FOLLOWING INSTRUCTIONS IN COMPLETING THE ENCLOSED "GROSS PREMIUM TAX REPORT" FORMS:

1. FORMS MUST BE COMPLETED AND FILED WHETHER OR NOT YOU TRANSACTED BUSINESS IN THE PRECEDING CALENDAR YEAR. ASSESSMENT (MINIMUM \$300.00) APPLICABLE IN ALL CASES IF LICENSE IN EFFECT JANUARY 1, 1985.
2. REPORT PREMIUMS ACCURATELY AS FOLLOWS:
 - a. INITIAL GROSS PREMIUMS taken from monthly reports on Form SLB-7a. (Must agree with premiums on original affidavits - Form SLB-5). If "NIL", so state.


(over)

- b. ADDITIONAL PREMIUMS BY ENDORSEMENTS & AUDITS Form SLB-7b.
If "NIL", so state.
 - c. RETURN PREMIUMS BY ENDORSEMENTS, AUDITS, CANCELLATIONS
Form SLB-7c. If "NIL", so state.
3. ENTER TOTALS FROM FORMS SLB-7a, 7b, and 7c to FORM SLB-7,
EXECUTE FORM SLB-7 BEFORE A NOTARY PUBLIC.
 4. INCLUDE YOUR REMITTANCE FOR THE TAXES WITH THE REPORT.

Your current Surplus Lines Broker's license expires March 15, 1985. To renew your license, a renewal license application must be submitted; however, the renewal license application is not being sent at this time, pending the aforementioned determination to be made by the Commission. The renewal license application will be sent at a later date.

Please direct any questions you might have to James L. Sheets.

Sincerely,


James M. Thomson
Commissioner of Insurance

JMT:ff

Enclosures:

- Form SLB-7 - Gross Premiums Tax Report
- Form SLB-7a - Monthly Report
- Form SLB-7b - Additional Premiums Report
- Form SLB-7c - Return Premiums Report

COMMONWEALTH OF VIRGINIA, STATE CORPORATION COMMISSION, BUREAU OF INSURANCE
Richmond, Virginia 23209

SURPLUS LINES BROKER'S

GROSS PREMIUMS TAX REPORT

Year ended December 31, 19____

(Surplus Lines Broker)

(Address

To: STATE CORPORATION COMMISSION, BUREAU OF INSURANCE, Richmond, Va.

In compliance with Section 38.1-327.53 of the Code of Virginia, following is a report of ALL GROSS PREMIUMS, ASSESSMENTS, DUES AND FEES charged on contracts of insurance effected in unlicensed insurers on Virginia risks by the undersigned. This report also includes details of all return premiums on such business.

1 - GROSS PREMIUMS (SLB-7a Monthly report attached). . \$ _____ . ____
2 - ADDITIONAL PREMIUMS (See Form SLB-7b, attached). . \$ _____ . ____
3 - Less: RETURN PREMIUMS (See Form SLB-7c attached). \$ _____ . ____
4 - BALANCE (Taxable Premium Income). . \$ _____ . ____
5 - Premium Tax (2 3/4% of BALANCE, Line 4). \$ _____ . ____
6 - Assessment for Maintenance of Bureau of Insurance
(based upon Taxable Premium (Line 4) at 6/100ths
of 1% subject to minimum of \$300.00). \$ _____ . ____

TOTAL AMOUNT DUE AND CHECK ATTACHED (Lines 5 & 6) \$ _____ . ____

(Date)

By _____

(Title)

STATE of VIRGINIA)
County (City) of _____) To-Wit:

This day _____
(Name) (Title)

of _____

personally appeared before me in the County (City) aforesaid, and made oath that the foregoing report is correct.

Given under my hand this _____ day of _____, 19 _____.

(Notary Public)

My commission expires _____.

