

**INSTRUCTIONS FOR FILING THE
VIRGINIA SURPLUS LINES BROKERS QUARTERLY TAX REPORT**

THESE INSTRUCTIONS APPLY TO EACH QUARTER

Please read and follow these instructions carefully. Questions regarding quarterly tax reports may be directed to Emma Dunn (804) 371-9399 or Keith Kelley (804) 371-9333.

1. Filing of the quarterly report is required if you sold policies in the quarter.
2. Payments are recorded using the brokers Virginia license number and the Form I.D. When payments are posted to the wrong Virginia license number or the wrong quarter, penalties and interest could result. **NOTE: The Form I.D defines the form required to be filed each quarter. To ensure the proper crediting of your payments, please use the correct form for the quarter that you are filing. For example, if you are filing Quarter 1 the Form I.D. is S71111 (S7 represents the form type, 1 represents the quarter and 11 represents the year) and Quarter 2 is S72111. DO NOT USE COPIES OF PRIOR QUARTERLY FORMS as the Form I.D. block changes each quarter. **Quarterly tax reports are pre-filled so please do not modify the report.****

MODIFIED QUARTERLY TAX REPORTS WILL BE RETURNED WITH ANY PAYMENT THAT WAS SUBMITTED. RETURNED QUARTERLY TAX REPORTS AND PAYMENTS POSTMARKED AFTER THE DUE DATE WILL BE CONSIDERED LATE AND COULD BE SUBJECT TO LATE PAYMENT PENALTIES. IF AMENDING A QUARTERLY TAX REPORT, WRITE AMENDED ON THE TOP OF THE REPORT AND COMPLETE THE REPORT AS IF IT WAS NEVER FILED.

3. Quarterly tax reports **must** be dated and signed by the Surplus Lines Broker or an agency officer. Line 7 Total Amount Due, must equal the check submitted with the form. Checks may not be postdated. **SEND ONE CHECK FOR EACH REPORT.**
4. Payments are considered timely filed if postmarked on or before midnight of the due date. If the due date falls on Saturday or Sunday, the following Monday is considered timely filed.
5. **ALL FORMS ARE TO BE MAILED TO THE FOLLOWING LOCKBOX ADDRESS:**

Regular Mail:

State Corporation Commission
SLB Insurance 1
P.O. Box 759270
Baltimore, MD 21275-9270

Overnight Mail:

State Corporation Commission
SLB Insurance 1
Lockbox 759270
7175 Columbia Gateway Drive
Columbia, MD 21046

6. **Overpayments from a previous year MAY NOT be carried forward and applied to quarterly payments.** Overpayments are refunded in accordance with the appropriate Virginia Code sections as soon as practicable after the March 1 tax/assessment filing date.
7. **CONTACT INFORMATION:** Please keep contact information updated to ensure receipt of changes or updates to these instructions. We use the mailing address provided on your license application.