

TO: All New Jersey 3% Surplus Line Producers

FROM: George H. Heflich, Sr.
President

DATE: March 20, 2008

SUBJECT: Reporting Guidelines

The New Jersey State Firemen's Association is in the process of installing a new computer system and we have written a program for our computer system to read your disks. This program will currently read data from **EXCEL** files. If you are not using EXCEL, please let us know what database you are using when you submit the file and we will modify our program to read yours.

Please make sure the file has an .xls extension.

Attached is a sample of what our program accepts in EXCEL format. A total line is not necessary since our program will add the columns and produce the total.

At the request of the New Jersey Department of Insurance, your SLA number must appear on form SLPS -1-Tax and SLPS-2-FRA.

Please follow these instructions carefully. Use only the Relief Association Code Numbers promulgated by this office, ranging from 021 to 599 inclusive. Included is an updated listing.

Along with the disk please include a copy of the State of New Jersey Department of Banking and Insurance Form SLPS-1-Tax (rev 8/2003) and Form SLPS-2-FRA (rev 8/2003), a printout of the disk and a copy of the check.

Should you have any questions, please do not hesitate to call us.

I thank you in advance for your cooperation.

GHH:mas
Cc: File
Attachment