

**State of New Jersey Department of Banking and Insurance**  
**Surplus Lines Examining Office**  
**P.O. Box 325**  
**Trenton, New Jersey 08625-0325**

**TRANSACTION CONTROL NUMBERING**

All surplus lines insurance policies, endorsements, affidavits or certifications must be numbered in consecutive order, prefixed by the assigned five character SLA number and the year in which the transaction was placed. This will be known as the transaction number. All subsequent documents or endorsements which pertain to the same surplus lines placement must bear the same transaction number. All documents should have the number affixed in the upper right corner of each piece of correspondence. You will use your SLA number, which is assigned by the Surplus Lines Examining Office when you become licensed with Surplus Lines authority, as the first five characters, then a dash, followed by the last two digits of the year in which the transaction was placed, another dash, followed by a five digit consecutive number. For example, Agent #00123 would number the first transaction of 2001 as follows: 00123-01-00001. The second, third and fourth placements would be assigned transaction numbers 00123-01-00002, 00123-01-00003, and 00123-01-00004. At the beginning of each calendar year, you will begin numbering from 00001, with the current year's last two digits, i.e., 02, 03, 04, etc. The computer field necessary to record the transaction number consists of fourteen (14) spaces: five character SLA number, dash, two digit year, dash, five digit sequential number. Additionally, information can be found in the Instructions for Completing Licensed New Jersey Surplus Lines Producer's Quarterly Tax Return.

The transaction number is required to be reported to the eligible surplus lines insurer(s) which accepted the placement. The SLPS Regulation (N.J.A.C. 11:19-3) provides further details.

Questions regarding the above should be directed to William Leach at (609) 292-5350, Ext. 50088.