



CI364 880/554 \$515.00  
CI384 880/219 \$270.00

STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
500 JAMES ROBERTSON PARKWAY  
NASHVILLE, TENNESSEE 37243-5065  
615-741-6007

BILL LEE  
GOVERNOR

CARTER LAWRENCE  
COMMISSIONER

MEMORANDUM

TO: Foreign Surplus Lines Insurers  
FROM: Trey Hancock, Insurance Analysis Director  
DATE: January 4, 2024  
RE: Surplus Lines Continuing Eligibility Review

The Department of Commerce and Insurance Requires the following filings from all eligible Foreign Surplus Lines Insurers in order to continue their eligibility in the State of Tennessee. This Department will accept payment of the \$270 Annual Review Fee and the \$515.00 Annual Statement Filing Fee, Due by March 1, 2024, through one of the following payment methods:

- OPTins (preferred method) – Visit <https://www.optins.org/> to set up an account to file and pay your annual fees electronically. You will select Tennessee and then Premium Tax Section to submit the annual fee payment. Should you have any questions about the OPTins system and set up, please contact the OPTins Help Desk at 816-783-8500 or by email to [OPTinshelp@naic.org](mailto:OPTinshelp@naic.org).
- Check – To ensure your remittance is processed correctly, please complete and return this form with the check. You may remit one check for the \$785.00 total.

Make check payable to: Tennessee Department of Commerce & Insurance  
Mail to: Financial Affairs/Surplus Lines  
500 James Robertson Parkway  
Nashville, TN 37243

Company Name: \_\_\_\_\_  
 NAIC Co Code: \_\_\_\_\_ Domiciliary Jurisdiction: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**2023 Filing Requirements:**

Pursuant to Tenn. Comp. R. & Reg. 0780-1-37-.08, insurers and companies not domiciled in Tennessee shall file their Annual Statement electronically with the National Association of Insurance Commissioners. Such entities shall also file a Jurat page, subscribed and sworn to by the entity's president and secretary, or in their absence, by two (2) of its principal officers, on or before **March 1** in the office of the Commissioner.

- Pursuant to Tenn. Code Ann. § 56-1-501(b), all companies authorized to do business under the provisions of Chapter 14 of Title 56 shall electronically file with the NAIC an annual statement in the form adopted for use by companies, by class of business authorized. The statement shall be completed and filed in accordance with NAIC Annual Statement Instructions. The Annual Statement shall exhibit the company's financial condition on December 31 of the previous year and its business of that year.
  - The Jurat page may be sent to [jurat.page@tn.gov](mailto:jurat.page@tn.gov) and must be *received* on or before the due date of **March 1, 2024**.
  - The Annual Statement Filing Fee of \$515.00 found in Tenn. Code Ann. § 56-4-101(a)(4) must be received on or before **March 1, 2024**.
  - The Annual Review Fee to determine continuing eligibility of the foreign surplus lines insurers for \$270.00 found in Tenn. Code Ann. § 56-4-101(a)(3) must be received on or before **March 1, 2024**.
2. Pursuant to the NAIC Annual Statement Instructions, the Actuarial Opinion must be filed electronically with the NAIC on or before **March 1, 2024**.
  3. Pursuant to the NAIC Annual Statement Instructions, the company's Management Discussion and Analysis must be filed electronically with the NAIC by **April 1, 2024**.
  4. Pursuant to the NAIC Annual Statement Instructions, the Audited Financial Report must be filed electronically with the NAIC by **June 1, 2024**.

**PURSUANT TO TENN. CODE ANN. § 56-1-502, ANY INSURANCE COMPANY THAT NEGLECTS TO MAKE AND FILE ITS ANNUAL STATEMENT IN THE FORM AND WITHIN THE TIME PROVIDED BY TENN. CODE ANN. § 56-1-501 SHALL FORFEIT \$100.00 FOR EACH DAY NEGLECTED AND, UPON NOTICE BY THE COMMISSIONER TO THAT EFFECT, ITS AUTHORITY TO DO NEW BUSINESS SHALL CEASE WHILE THE DEFAULT CONTINUES.**

**Please note: The renewal information for surplus lines companies is available at the following website: <https://www.tn.gov/commerce/insurance/types-of-insurance-companies/surplus-lines.html> - Located under the heading 'SURPLUS LINES SPECIFIC INFORMATION'.**