

NEW JERSEY STATE FIREMEN'S ASSOCIATION

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TO: All New Jersey Surplus Line Producers

FROM: George H. Heflich, Sr.
President

DATE: December 4, 2009

SUBJECT: Reporting Guidelines

The New Jersey State Firemen's Association has a program that will accept your Fire Premium Tax on CD or disk. The Fire Premium Tax CD or disk must be in EXCEL format. Included is a sample of the Schedule of Fire Premiums format we ask that you use to show your Fire Premium Tax.

It has come to our attention that there may be errors in the ISO numbers that are assigned and reported to our office. It appears in some cases the ISO number being assigned is to the mailing address and not the property location, which results in the wrong Municipality or Fire District receiving the credit. The Association requests that you verify the ISO assigned coincides with the ISO number for the responding Municipality or Fire District.

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

Please follow these instructions carefully. Use only the ISO Code Numbers promulgated by this office, ranging from 021 to 599 inclusive. Included is an updated listing of ISO Codes and should you want it in electronic format, please e-mail Frank Gunson at frankg@njsfa.com.

Along with the CD or disk please include a copy of the State of New Jersey Department of Banking and Insurance Form SLPS-1-Tax (rev 7/2009) and Form SLPS-2-FRA (rev 7/2009) a printout of the CD or disk. In lieu of mailing a CD or disk you can e-mail the return to Frank Gunson at frankg@njsfa.com.

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

I thank you in advance for your cooperation.

GHH:
Cc: File
Attachment

