



BULLETIN

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DATE: November 19, 2018

TO: All Surplus Lines Licensees

FROM: Marie E. Rudert

SUBJECT: 1620 Monthly Report Form Revision and Electronic Filing System (EFS) Enhancement

PSLA has received several inquiries as to who is authorized to sign the 1620 Monthly Report. The signature on the form is to be a Surplus Lines Licensee from the agency.

A revision to the signature line on the 1620 Monthly Report form was made from Authorized Representative to Surplus Lines Licensee. The change will be effective December 3, 2018.

Further, an enhancement will be made to EFS for submitting the 1620 Monthly Report. After uploading the 1620 Monthly Report image and prior to submitting, the agency user must select the Surplus Lines Licensee from the dropdown that signed the report.

The revised 1620 Monthly Report form, in PDF and Excel format, can be found on PSLA's website under the [Electronic Filing tab, Filing Forms](#).