



BULLETIN

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DATE: September 18, 2024

TO: All Surplus Lines Agencies

FROM: Marie E. Rudert, Executive Director

SUBJECT: Reporting Personal and Commercial Lines Service Fees and Revised 1620 Monthly Report

On July 8, 2024, Act 45 of 2024 was signed into law by Governor Josh Shapiro. To see the full text and all requirements included in the law, follow this link to view [Act 45 of 2024](#). Please note that Act 45 does not change the existing prohibition on charging an application fee for any personal lines policy or commercial lines policy, as provided in [40 P.S. Section 310.74](#), or a licensee's duty to comply with other Commonwealth insurance laws and regulations relating to fees in other contexts.

Section 2 of Act 45 amends Section 1620 of the Surplus Lines Law to read that “[w]ithin thirty (30) days following the end of each month, each surplus lines licensee shall file with the department, on forms prescribed by the department, a verified report of all surplus lines insurance transacted during the preceding month. **Each report shall include the amount of the service fees charged for each surplus lines insurance policy issued.**” This monthly reporting requirement applies to both commercial lines and personal lines service fees. These fees should be reported on the revised 1620 Monthly Report. A revised 1620 Monthly Report is posted on our website in [PDF](#), [Excel](#) and [PDF Electronic Filing](#) formats.

Should you have any questions please contact PSLA at 610-594-1340 or customerservice@pasla.org.

MER/ds