

COMPLETING A TRANSFER OF BUSINESS

FLORIDA SURPLUS LINES SERVICE OFFICE



In order to complete a transfer of business, you must first decide which type of transfer is applicable:

- 1) single policy transfer;
- 2) multiple policy transfer;
- 3) or a global transfer.

SINGLE POLICY TRANSFER:

When transferring an individual policy and associated transaction, the assuming agent and relinquishing agent are required to complete a FSLSO Transfer of Business form and email it to a FSLSO Agent Services staff member at NotifyAS@fslso.com.

A single policy transfer can also be initiated by a BOR (Broker of Record). In order to transfer a single policy initiated by a BOR and its associated transactions to the agent assuming the policy, an email, along with a copy of the BOR, must be sent to a staff member in Agent Services. Upon verification, the transfer will be made.

MULTIPLE POLICY TRANSFER:

When transferring multiple policies and associated transactions, the relinquishing agent and the assuming agent are required to complete a FSLSO Transfer of Business form and email it to an FSLSO Agent Services staff member at NotifyAS@fslso.com.

GLOBAL TRANSFER:

A global transfer is necessary when the relinquishing agent is no longer employed by the agency or has taken on a different role in the agency. When requesting a global transfer, the relinquishing agent and the assuming agent must email a FSLSO Transfer of Business form to a staff member in Agent Services at NotifyAS@fslso.com.

PLEASE NOTE THE FOLLOWING:

Relinquishing agents need to update their information on file in SLIP in Settings and User Data under the User Admin tab.

If a SLIP transaction report is used for reconciliation purposes prior to the end of a quarter, the relinquishing agent will need to run the transaction report prior to the transfer date. Once the transfer has taken place, the transferred transactions will no longer appear on the relinquishing agent's transaction report.

The agent assuming the book of business should also verify that the agency shown in SLIP is correct. SLIP can be accessed at <https://slip.fslso.com>. This information can be found in the User Admin section under the Settings menu.

TRANSFER OF BUSINESS FORM

FLORIDA SURPLUS LINES SERVICE OFFICE



RELINQUISHING AGENT:

Agent/broker name:	
Agent license number:	
Agency/brokerage name & license number:	
Phone number:	
Email address:	
Name of agent/broker assuming the book of business:	
Reason for transfer:	
Effective date of the transfer:	
Policy number*:	
Current mailing address:	

*If you are transferring an entire book of business, please indicate "global" in the policy number field above. If you are requesting a multiple policy transfer, please include a list of all policy numbers along with the effective date of the transfers.

Relinquishing Agent/Broker Signature

Date

TRANSFER OF BUSINESS FORM

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ASSUMING AGENT:

Agent/broker name:	
Agent license number:	
Agency/brokerage name & license number:	
Phone number:	
Email address:	
Name of agent/broker relinquishing the book of business:	
Reason for transfer:	
Effective date of the transfer:	
Policy number*:	
Physical address of files:	

*If you are transferring an entire book of business, please indicate “global” in the policy number field above. If you are requesting a multiple policy transfer, please include a list of all policy numbers along with the effective date of the transfers.

NOTE: The Florida Surplus Lines Service Office will transfer policies on an as-needed basis for filing purposes. Please only list those policies to which premium-bearing endorsements need to be filed.

Assuming Agent/Broker Signature

Date

In addition to the information listed above, if you are requesting a single policy transfer initiated by a Broker of Record (BOR), please include a copy of the BOR letter for our records.

Please email a copy of the signed transfer request form to NotifyAS@fslso.com.