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DATE: December 1, 2008

TO: All Surplus Lines Producers

FROM: Janet B. Colby – Insurance Taxation Officer

SUBJECT: Surplus Lines Electronic Filing System

\*\*\*IMPORTANT NOTICE\*\*\*

**Pursuant to NH RSA 405:29 II, “Any producer failing to file the report or failing to remit the proper tax within the time period of filing shall pay a penalty equal to 10 percent of the amount of tax due.”**

Please be aware that a 10% late fee will be assessed for all late payments this year. We do accept postmarks--please review NH RSA 400-A:32-a, Timely mailing provisions--(*A Pitney Bowes postal imprint does not qualify as a “post office cancellation imprint”*), but, since January 31st falls on a Saturday, the acceptable postmark will be Monday, February 2, 2009.

I want to congratulate all of you this year! The electronic filing system is well established. I’ve gotten so few calls that I’ve afraid that my phone wasn’t working! Just kidding!!!!

I’ve put a suggestion sheet on the Department’s Website in case you run into problems with the system and I’m not available to help. Hope you find this useful.

**Be sure to update your e-mail addresses** by e-mailing me: [Janet.Colby@ins.nh.gov](mailto:Janet.Colby@ins.nh.gov) or via the postal service with your Annual Return to: Janet B. Colby - Insurance Taxation Officer, New Hampshire Insurance Department, 21 South Fruit Street, Suite 14, Concord NH 03301.

All my best wishes to you and yours in 2009! Let’s hope the economy turns around soon! As always, you’ve all been great and I look forward to working with you next year.

Regards,  
*Janet*