

Monthly Late Filing – Request for Adjustment

Surplus Lines Stamping Office of Texas
1601 E Pflugerville Parkway, Suite 3301
Pflugerville, TX 78660

Form No.4.1

Surplus Lines Broker/Agency:	
Surplus Lines License Number:	
Contact Name:	
Contact E-Mail Address:	
Phone Number:	

For SLTX Use Only

Enter Your Items Below (from Monthly Late Filing Report(s)) or attach a copy of the Report with policy number(s) highlighted

Accepted	Not Accepted	Month/Year Late Filing Report	Policy Number	Named Insured

Please e-mail a copy of this completed form along with supporting documentation to the Operations Manager by clicking [here](#). For assistance, please contact the Operations Manager directly at 512-531-1866.

- Supporting documentation may consist of:
- Filing System screen shots
 - Copy of item in question
 - Other evidence that the filing is not late
 - Any other documentation requested by the Ops Manager

Per [28 TAC 15.114\(b\)](#), if an agent believes the late filing notification was not correct, they may request an adjustment within 90 days after the Monthly Report’s date or by February 15th, whichever is earlier. After that time has passed, the agent waives the right to later dispute the timeliness of the filing and SLTX can take no further action ([28 TAC 15.114\(c\)](#)).