



## **Surplus Lines Transfer of Business Form**

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

1. Single policy transfer;
2. Multiple-policy transfer; or
3. A global transfer.

### **Single Policy Transfer:**

When transferring an individual policy and associated transaction(s), the assuming broker and the relinquishing broker are required to complete an OID Surplus Lines Transfer of Business form and email it to the OID Premium Tax Unit at [OKSurplusLines@oid.ok.gov](mailto:OKSurplusLines@oid.ok.gov).

Please also include a copy of the (1) Declarations Page of the policy being transferred; (2) any change endorsements executed for the policy being transferred; and (3) transferring broker's original premium tax payment on the policy. The OID Premium Tax Unit will review the form and required documentation and will verify that the transfer has been completed.

### **Multiple-Policy Transfer:**

When transferring multiple policies and associated transactions, the relinquishing broker and the assuming broker are required to complete an OID Surplus Lines Transfer of Business Form and email it to the OID Premium Tax Unit at [OKSurplusLines@oid.ok.gov](mailto:OKSurplusLines@oid.ok.gov).

Please also include a copy of the (1) Declarations Page of the policy being transferred; (2) any change endorsements executed for the policy being transferred; and (3) transferring broker's original premium tax payment on the policy. The OID Premium Tax Unit will review the form and required documentation and will verify that the transfer has been completed.

### **Global Transfer:**

A global transfer is necessary when the relinquishing broker is no longer employed by the agency or has taken on a different role in the agency, or has surrendered the Surplus Lines license. When requesting a global transfer, the relinquishing broker and the assuming broker must email an OID Transfer of Business form to the OID Premium Tax Unit at [OKSurplusLines@oid.ok.gov](mailto:OKSurplusLines@oid.ok.gov). The OID Premium Tax Unit will review the form and required documentation and will verify that the transfer has been completed.

### **PLEASE NOTE THE FOLLOWING:**

Relinquishing brokers must provide updated contact and agency information.

## RELINQUISHING BROKER INFORMATION

<b>Broker's Full Name:</b>	
<b>Broker's License Number:</b>	
<b>Name of Agency, if applicable:</b>	
<b>Broker's Phone Number:</b>	
<b>Broker's Email Address:</b>	
<b>Name of Broker assuming the book of business:</b>	
<b>License Number of Assuming Broker:</b>	
<b>Reason for transfer:</b>	
<b>Effective Date of Transfer:</b>	
<b>Policy Number*:</b>	
<b>Current Mailing Address of Broker:</b>	

\*If you are transferring an entire book of business, please state "global" in the Policy Number field above. If you are requesting a multiple-policy transfer, please include a list of all policy numbers in an Excel file.

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Relinquishing Broker Signature

Date

## ASSUMING BROKER INFORMATION

<b>Broker's Full Name:</b>	
<b>Broker's License Number:</b>	
<b>Name of Agency, if applicable:</b>	
<b>Broker's Phone Number:</b>	
<b>Broker's Email Address:</b>	
<b>Name of Broker relinquishing the book of business:</b>	
<b>License Number of Relinquishing Broker:</b>	
<b>Reason for transfer:</b>	
<b>Effective Date of Transfer:</b>	
<b>Policy Number*:</b>	
<b>Physical Address of files:</b>	

\*If you are transferring an entire book of business, please state "global" in the Policy Number field above. If you are requesting a multiple-policy transfer, please include a list of all policy numbers in an Excel file.

**Note: The OID Premium Tax Unit 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.**

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Assuming Broker Signature

Date

*Please email a copy of the signed transfer request forms and required documentation to [OKSurplusLines@oid.ok.gov](mailto:OKSurplusLines@oid.ok.gov).*