

COMMONWEALTH OF MASSACHUSETTS
Division of Insurance

INSTRUCTIONS FOR SPECIAL BROKER 2012
RETURN OF BUSINESS FILING

1. The Special Broker's questionnaire along with forms BR-9 and BR-18, are to be completed and filed with this Division within the time frame of January 1, 2013 through January 31, 2013. A check in full payment of the 4% tax due and made payable to the *Commonwealth of Massachusetts* must accompany the BR-9 and BR-18 forms.
2. In the event you did not transact any Special Broker business under your license during calendar year 2012, you are nevertheless required to fully complete Form BR-18 indicating that no business was written and return the form to us by January 31, 2013.
3. All risks for which affidavits have been filed with the Division of Insurance for calendar year 2012 and for which policies of insurance were written must be listed alphabetically by risk on Form BR-9, Special Broker's Insurance Return.
4. Installment premiums collected during calendar year 2012, if any, must also be listed on Form BR-9.
5. Each page of the return must be properly executed by the Special Broker.
A rubber stamp signature is not acceptable; it must be handwritten by licensee.
6. On all forms filed with the Division, the licensee's name, as is stated on his/her license, and License Number are required to appear below the authorized broker's signature. This is a requirement for all Special Broker licensees, whether they are licensed as a corporation, partnership, trade-name or as an individual.
7. Kindly send all payments and documents to:

Commonwealth of Massachusetts
Division of Insurance
1000 Washington St, Suite 810
Boston, MA 02118-6200
Attention: Frank Pesco, Surplus Lines Audit Section.