

**Bulletin No. 2020-42**

**September 28, 2020**

## **RE: PART C AFFIDAVIT SUBMISSIONS**

**To improve transaction turnaround time and eliminate a number of common filing errors, ELANY is seeking member assistance as noted below.**

The latest **Part C form** in [PDF](#) and [Word](#) formats, as well as a link to the [Electronic Part C Affidavit](#) can be accessed by clicking on each individual hyperlink. **PLEASE** begin to use these forms immediately. ELANY requests that wholesale brokers redistribute this Bulletin to their retail producing brokers and also, to **PLEASE** ask your retail producing brokers **TO TYPE** the forms. Handwritten forms are a major issue in causing delays and phone calls by ELANY examiners to your offices to obtain Part C corrections.

Below\* is a list of best practices to assist retail/producing brokers in properly completing Part C affidavits.

Whether you file as a retail or wholesale excess line broker **PLEASE** attach documents you file with ELANY in the following order to avoid processing delays:

- 1. Binder, Dec, or Cover note. Do not submit the entire policy.**
- 2. Part A Affidavit.**
- 3. NELP- Notice of Excess Line Placement Letter.**
- 4. Part C affidavits (Do not keep reusing a recycled photostat form).**

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- Please type when completing the Part C Affidavit form.
- Check off all applicable boxes with appropriate responses.
- Use complete name of authorized (licensed) insurer(s) declining the risk and include the correct corresponding NAIC code.
- Give first and last names of the authorized insurer's representative declining the risk.
- The date of declination should precede the effective date of the insurance policy.
- Make sure you are properly licensed as a New York broker (BR) if you are signing the Part C Affidavit form.

The use of a "rubber stamp" signature on affidavits is impermissible.

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