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# NOTICE

TO: All Florida Agents  
FROM: Scott Pierce, Senior Vice President  
DATE: January 12, 2011  
SUBJECT: DFS Annual Administrative Surcharge Fee

It is getting to be that time of year again! The State of Florida requires each Title Insurance Agency to remit a surcharge fee of \$200.00 on or before January 30<sup>th</sup> of each calendar year. Per Florida Statute 624.501(27)(e)2, this is mandatory for all agencies. The notification process is listed below:

- A. On or around January 5<sup>th</sup>, the Department will issue a written notice to you at your business address. (They will also send an email to your online DFS inbox. You may view your company inbox at [www.myfloridacfso.com/Agents](http://www.myfloridacfso.com/Agents) and click on "My Profile".)
- B. After January 30<sup>th</sup>, if the payment is not received, the Department of Financial Services will consider this a willful violation (§626.8437(9)).
- C. You will then be served with an Administrative Complaint which includes an Election of Proceeding which will be mailed as well as emailed to your DFS company inbox, as shown above. Your underwriter(s) will also receive a copy of the Complaint, and we are required to follow up with you.
- D. As a reminder, the Florida Department of Financial Services, under the provisions of the Statute, could suspend or revoke your license or appointment(s) as a title insurance agency in this state.

We ask that you please adhere to the State and remit your required fee in the outlined timeframe.

\*\* This Bulletin should become a permanent part of your records to assist in your compliance with the requirements contained herein. \*\*

Please **provide a copy of this Bulletin to your staff** so they can read it and become aware of its contents.

**REMEMBER:** All ORT Alerts, Bulletins, Notices and our Newsletter can be found on our web site, [www.ortfl.com](http://www.ortfl.com).

Our Alerts and Bulletins are issued via fax and email, but you should check our web site frequently to make sure you have copies of everything issued.

Please call your Underwriting Department if you have any questions.