Excess Line Association of New York

ELANY Invoicing Quick Reference Guide

This document includes key information for ELANY invoices and Broker payments, including processes and system instructions.

Contact BrokerInvoices@ELANY.org with any invoice questions.
Contact ELANYHelpdesk@ELANY.org with any system / technical questions.
Contact ELANYInfo@ELANY.org with any filing or other questions.

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Overview - Fees and Payment Timeline

Requirement
Brokers must submit excess line affidavits and insurance documents to ELANY for examination and stamping within 45 days of a policy's inception date. For further information, refer to ELANY's Compliance Advisor "A Beginner's Guide to Excess Line Compliance".

After reviewing the documents, ELANY will issue a stamp provided ELANY has verified that 1) the excess line insurer providing the coverage meets the minimum standards of eligibility imposed by New York law, 2) the placement complies with the rules and regulations of the Superintendent of Financial Services and New York Insurance Law, and 3) the filing is in compliance with the rules and procedures of the Association.

Stamping Fees
The services performed by the Association shall be funded by a stamping fee assessed for each Declaration Page, Cover Note or other premium bearing document submitted to the Association. Stamping Fees rates are a percentage of New York excess line premium, with rates varying by inception dates. See Section VI. Fees of ELANY's Procedures Manual for rate details.

Late and Erroneous Filing Fees
Additional fees ($25 each as of May 2026) may be assessed in addition to the stamping fees if:

- The policy documentation is filed more than 45 days after the policy inception date.
- The policy or documentation does not comply with the New York Insurance Law requirements. ELANY will notify the filing party of any errors. After 3 emails with no response from the member, ELANY will suspend the submission.
- ELANY will impose only one additional fee per submission if the submission is both late and suspended in the same accounting month.

Payment of Fees
ELANY will bill the members monthly for business processed the preceding month. The invoiced amount will be due and payable on or before the last day of the following month. For example, documents processed in July will be billed in August, usually between the 15th and the 20th and the payments will be due and payable by September 30.

Return premiums and fees should be handled in the same manner. In the event a monthly Association stamping fee is a negative figure, it will be credited to your account or will be returned by the Association upon request.

Any member who is more than thirty (30) days delinquent in the payment of such fees is subject to late charges and may be reported to the Superintendent of Financial Services; provided, however, that any delinquency of more than sixty (60) days shall be reported to the Superintendent of Financial Services.

Invoice Example

Excess Line Association of New York A
120 Wall Street, 24th Floor
New York, NY 10005-4009
Phone: (646) 292-5500

B

Contact Name
Broker Name
Broker Address 1
Broker Address 2
Broker City, State, Zip Code

C 123456

STATEMENT OF STAMPING FEE ACTIVITY FOR APRIL 2026 D

I N V O I C E

Fees Due This Report	3,460.53	E
Erroneous/Late Stamping fees	25.00	F
Fees Due From Last Report	1,630.88	G
TOTAL CURRENT FEES DUE	5,116.41	H
Fees Due From Previous Reports	0.00	I
SUB TOTAL	5,116.41	J
LESS: Payment Received	1,630.88	K
STAMPING FEES DUE	3,485.53	L

M

	Calendar Yr Premiums	Calendar Yr EL Tax
APRIL	2,307,029	83,053.04
Year to Date	5,834,368	210,037.23

A. ELANY address and phone
B. Broker contact name and address as provided to ELANY
C. Member / license number
D. Month for which the fees are assessed (i.e., previous month's filings)
E. Stamping fees for the filings processed in the month listed in #D
F. Late and Erroneous filing fees incurred in the month listed in #D
G. Fees due from prior month's invoice
H. Total current and prior month fees
I. Fees older than two months that have not been paid
J. Subtotal of all fees due
K. Total of all payments received or credits since the last invoice
L. Amount that should be remitted to ELANY
M. Running total of excess line taxes (based on NY premium) to be paid to the NY DFS annually in March. ELANY will provide reports in February for use when paying the taxes. Excess Line Premium Tax Guide

Payment Instructions

It is important that all payments include the member / license number to ensure the correct account is credited.

Payment Timing
See Payment of Fees in the Overview section of this document for payment timelines.

Payment Methods

Pay Electronically (i.e., ACH, wire)

Citibank N.A, B.R. #1
120 Broadway, New York, NY 10271
Account Name: Excess Line Association of New York
ABA Routing No. 021000089
Account No. xxxxxxxx – See your invoice or contact BrokerInvoices@elany.org

*** Please do not use "ELANY" as the account name.**
* When setting up through your bank, include your member / license number in the details to ensure your account is credited accordingly.
* ELANY does not initiate ACH debits.

Pay by Check

Make check payable to Excess Line Association of New York.
*** Please do not use "ELANY" as the payee name.**

Mail check to
Excess Line Association of New York
120 Wall Street, 24th Floor
New York, NY 10005

* Include your member / license number on check to ensure the correct account is credited.
***** It is appreciated, but not required, if a copy of the relevant invoice(s) is included with the payment itself.

Online Payments

Online payment is not available currently.

For invoice questions - BrokerInvoices@elany.org
For EEFS/AEROS system technical support – ELANYHelpdesk@elany.org
For all other questions – ELANYInfo@elany.org

System Instructions

ELANY Electronic Filing System (EEFS/AEROS)

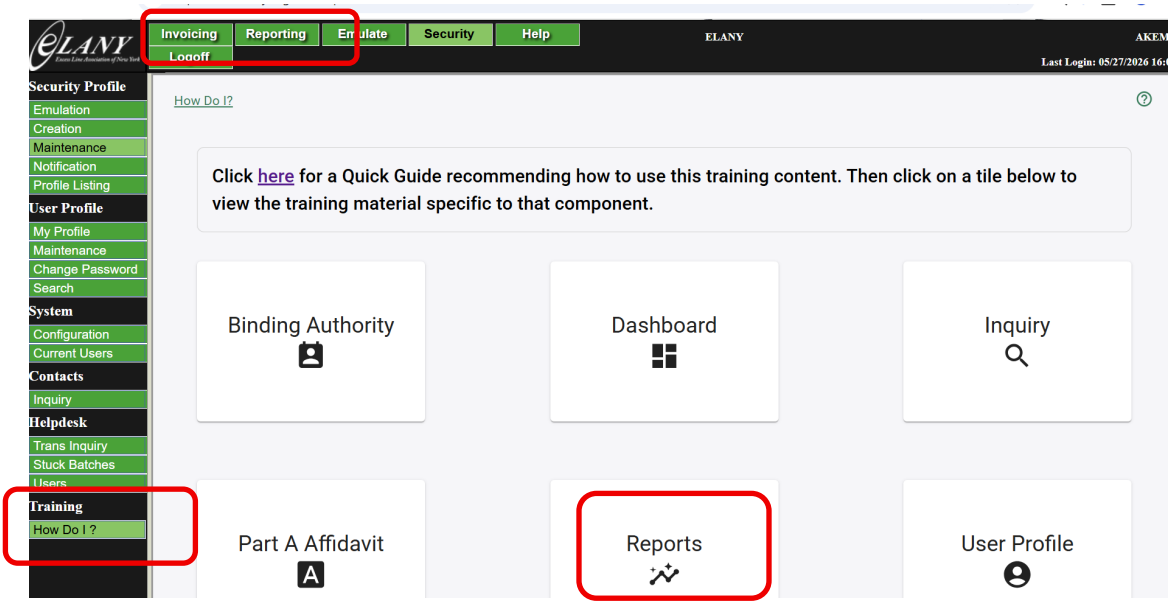
EEFS/AEROS is an online platform to create, submit and manage filings to ELANY. It contains system-generated monthly invoices and invoice reports for the last three accounting months.

A login with an invoicing role is required to access the invoice details. Your EEFS Broker Administrator can create a login and grant access.

Contact ELANYHelpdesk@elany.org if you need help identifying your administrator or need help using the system.

1. Launch the system

- **EEFS/AEROS** https://eefs.elany.org/eefs/

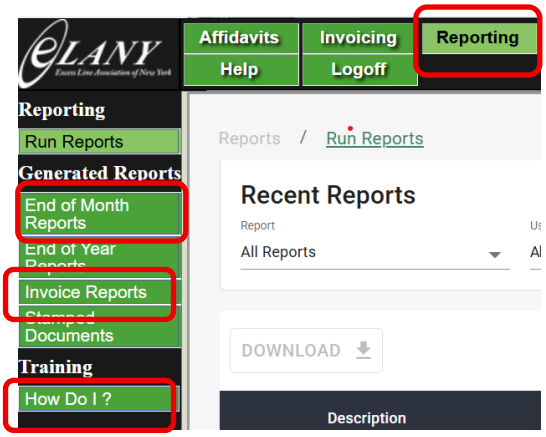


2. Invoices and Reports

Invoices are available in EEFS / Reporting.

Monthly reports are also available and can be helpful for understanding and reconciling the invoice if needed. These include stamping fees, late and erroneous filing fees, and taxes per transaction.

Instructions for accessing invoices and reports are available in the "How Do I? / Reports " section of EEFS/AEROS.



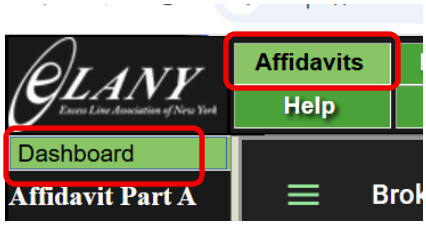
- **Invoicing Reports**
  - See Invoice Example in this document for details of the invoice.
  - It is important to download a copy of the invoice each month, as only the current invoice and the past three invoices are available in the system.
- **End of Month Reports include the following**
  - Erroneous Filings (suspensions) – includes suspension reason
  - Late Filing Affidavits – includes # of days late
  - Monthly Detail Risk Report (transaction details) – Including stamping fees
  - Policy Suspense Listing (All suspensions, including prior months, which are not yet cleared with the New York Department of Financial Services).

Reports for a given month can be identified by the (yyyy mm) code in the report name.

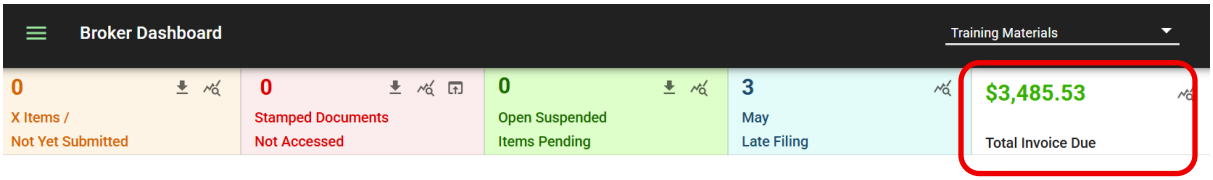
It is important to download a copy of the reports each month, as only the most recent and past three months reports are available.

3. Broker Dashboard – Total Invoice Due

Click the Affidavits option at the top of the EEFS window, and then click Dashboard on the left side menu.



Total Invoice Due is display on the right of the Dashboard home page.



If the Total Invoice Due is not $0, click the icon in the Total Invoice Due box to see details.

Invoice Details

Invoice	Fee	Amount
2026-04	PENALTY FEE	25.00
2026-04	STAMPING FEE	3460.53

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