

**RE: PART C – AFFIDAVIT BY PRODUCING BROKER**

Incomplete, incorrect and illegible Part C Affidavits slow down processing and require corrections or revisions. Here are a few compliance requirement tips and reminders to share with your producing brokers:

- Type or write legibly 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. A risk retention group (RRG) is **NOT** a licensed insurer and should not be used as a declining company.
- 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.

To assist producing brokers avoid these affidavit completion errors, ELANY created an electronic, online affidavit system. The ELANY Part C Affidavit system allows you to create affidavits and other related documents efficiently saving you time and money. Using the ELANY system helps to prevent errors and incomplete or incorrect documentation, allows you to sign the Part C Affidavit electronically, and email it to your wholesale excess line broker without having to print and mail it when placing excess line risks.

To begin using the ELANY Online System, all you need to do is register by completing the Producing Broker Registration form, which can be found on ELANY's website [www.elany.org](http://www.elany.org). Just click on the "Forms" Section and locate the "Producing Broker Online Affidavit Registration" form. Download and complete the documents, then please mail the original signed forms to ELANY at One Exchange Plaza/55 Broadway, 29th Floor, New York, NY 10006-3728, Attention: Help Desk.

For a more comprehensive understanding of how to use the Part C Affidavit Online System, please visit the Video Library Section of ELANY's website for an instructional video titled "Producing Brokers - Using the E-Filing Part C Affidavit System."

Please note, using the ELANY Part C electronic system is not mandatory but correct and complete Part C affidavits are necessary to avoid headaches and delays.