

Invoices are generated quarterly and are delivered to your SLIP Inbox, along with the corresponding billing report. The billing report contains the transactions included in the quarterly invoice. An email notification is sent to all SLIP users when invoices and billing reports are available in your SLIP Inbox.

### INVOICES ARE SENT QUARTERLY ON THE FOLLOWING SCHEDULE:

#### FILINGS RECEIVED DURING

##### January 1 - March 31

Invoices Issued: April  
Payments Due: May 15

##### April 1 - June 30

Invoices Issued: July  
Payments Due: August 14

##### July 1 - September 30

Invoices Issued: October  
Payments Due: November 14

##### October 1 - December 31

Invoices Issued: January  
Payments Due: February 14



### CHECK PAYMENTS

All payments for fees, taxes, assessments, and surcharges must be issued with separate checks and not combined into one check.

Checks should be made payable to the corresponding entity as shown on the invoice.

Combined payments will be returned.



### PAYMENT REMITTANCE ADDRESSES

FSLSO  
P.O. Box 946593  
Atlanta, GA 30394-6593

Overnight Address:  
Wells Fargo Lockbox  
Services - #864593  
3585 Atlanta Avenue  
Hapeville, GA 30354



### BILLING DISCREPANCIES

Any billing discrepancies should be addressed with our Accounting Department prior to the invoice due date to avoid finance charges.



### ELECTRONIC ACH PAYMENTS

Electronic ACH payments can be made through SLIP. Log into SLIP and from the *Invoicing* tab on the menu, select *Pay Invoices*. You may need to provide your bank with the following ACH Company ID numbers prior to submitting your payments.

**The ACH Company Name:** **FSLSO**

**Company ID numbers are below:**

FSLSO: **1593501857**

Florida Department of Financial Services: **5522050131**

Florida Division of Emergency Management: **5593467874**



### ACCOUNTING QUESTIONS

Have questions? Contact the FSLSO Accounting Department and we will be happy to help.

800.562.4496, option 4 or [accounting@fslso.com](mailto:accounting@fslso.com)

Brad Givens, ext. 127 | [bgivens@fslso.com](mailto:bgivens@fslso.com)

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