## IPT MEMO DATE: January 2024 FROM: Mary Joseph, LaMATS IPT Program Manager

## Hello Insurance Filers,

I wanted you to know a few things about filing with LaMATS:

**1. Please alert your ACCOUNTING Dept.:** We <u>no longer use</u> addresses from Birmingham, Alabama or on Jefferson Hwy, Baton Rouge LA. Please DELETE those from your system. The ONLY LaMATS mailing addresses, going forward, are:

P.O. Box 4327 6767 Perkins Road Baton Rouge LA 70821 or Baton Rouge LA 70808

**2. When mailing your filing with a check,** the only information needed for your filing is the <u>Summary Page</u>. I **do not need** the 7<sup>th</sup> page of the filing, all 7 pages of the filing, or any of your company work sheets.

When you are finishing the filing and get to the payment section: If you are paying by check and do not have the check number with you, just put in **12345** for check number, so you are able to hit Save/print and it will allow you to print just the SUMMARY PAGE. If you want a full copy for yourself, ok. When I receive your Summary page and check, before I mark it paid, I will add the correct check number.

3. ACH payment limit is \$25,000. So, if you have a larger amount to pay via ACH (for example, \$150,000), break up the payments like so; but please note, <u>you must wait 3 business days between</u> payments:

EXAMPLE: \$150,000	Filing	25,000
	Supplemental	25,000
	Supplemental	25,000 and so on

If your ACH gets rejected, you will have to send a replacement check.

4. **Please make sure all of your information is current.** I need to know the contact person and their DIRECT phone number. PLEASE do not use the number that your policy holders have, only the direct number of the contact person.

5. **On Filing:** Go to our website, <u>www.lamats.net</u>. Please check the **changes for the current year** link for information, and I will also add a note about new municipalities added for the new year.



• Hit Blue Box 478

• If you do not have a password or have forgotten, hit FORGOT PASSWORD and you will receive an email from PayStar within moments. Then just follow directions.

6. When you have entered your filing and you have entered or uploaded your information, but haven't gotten to the payment page, and want to check on something or are waiting to get check, or for any reason you leave the filing: When you go *back* into the filing, click on **MODIFY** and make corrections or additions (if you don't, you will continue to start a new filing). If you want to have a supplement to add something after I have already marked paid, then click on **SUPPLEMENTAL**.

7. If you want to add a new company, please call me at 225-400-2793. This is the fastest way to contact me. You could also just email me with the following information:

NAIC # Name of Company Address Contact person Contact person direct number and email address FEIN Number Type of insurance Username: I have a suggestion for it, if interested.

## 8. Please advise if you are getting Tax Credit. It must be verified.

## 9. If you pay by ACH and forgot to get a receipt, email me and I will send it to you.

Well, that's about it! I appreciate your using LaMATS and I look forward to serving you in 2024.

Best regards,

MARY JOSEPH IPT Program Manager 225-400-2793 Cell