



## REMINDER

### \$200 Title Administrative Surcharge Due By January 31, 2015

December 22, 2014

Four years ago, the Department of Financial Services began emailing the invoice for the annual \$200 title administrative surcharge to each title agency. A number of our members “missed” the email-and wound up paying fines and, in some cases, even having their licenses suspended for 90 days, with leave to apply for reinstatement. (Note: This is NOT the same as the surcharge to cover the receivership of National Title Insurance or K.E.L.)

This year, DFS accepts online payments only, and only via your title agency’s [MyProfile](#) account.

Recently, some agencies have had technological difficulties in their attempts to pay the surcharge, but DFS reports that those errors have been repaired, and payments can now be made on the website.

Here’s how it works:

- Go to [www.MyFloridaCFO.com/Division/Agents](http://www.MyFloridaCFO.com/Division/Agents), and click MyProfile on the left.
- If you have not created an account yet, you will need to do that first by clicking **Create Account** on the MyProfile log in page.
- Select **Title Agency** as the account type, and then enter your FEIN twice, then your license number, and then verify your address information.
- After logging in to your account, click on **Title Surcharge Payment** on the right under **Apply** and follow the steps to make the surcharge payment.
- There is no invoice or invoice number, so make sure you **PRINT EACH PAGE** for your records. After you log out of your MyProfile account, the option to pay the surcharge will go away, and will not be there the next time you log in.
- Failure to pay the \$200 surcharge may result in administrative action and/or a fine being assessed against the license of the agency.

- Fines for failing to pay the surcharge start at \$500 for the first occurrence, and increase each time the agency fails to make the payment by the January 31 deadline. Agencies which fail to pay the surcharge may have their license and appointments suspended until the surcharge and the fines are paid.

Agencies which are no longer operating, or will not operate in 2015, can avoid the surcharge by surrendering their license. To do so they must send a letter on company letterhead, along with their license, indicating:

1. They want the title agency's license terminated; and
2. The last day business was conducted by the title agency.

They must state the above in this letter, and an officer of the agency must sign it. This letter can be mailed to:

Florida Department of Financial Services  
Bureau of Licensing  
200 East Gaines Street  
Tallahassee FL 32399

#### **THE MOST IMPORTANT PART OF THIS BULLETIN:**

**Make certain that BOTH your personal license information and the information for your agency are up to date and correct in the DFS MyProfile system--and remind all licensed agents in your office to do the same.**

You can access MyProfile [HERE](#).

For more information about the 2015 Title Administrative Surcharge, click [HERE](#).

***FLORIDA LAND TITLE ASSOCIATION***

***Promotion. Education. Advocacy.***

***Supporting the title and settlement services professional for over 100 years.***