

AGENT SERVICES

**To: All Licensed Professional Bail Bondsmen
NCBBA**

From: Agent Services Division

Date: April 8, 2011

RE: NEW ONLINE SERVICE - Electronic Bail Bond Monthly Report Filing

Over the past several years, the Agent Services Division has worked very hard to modernize the bail bond licensing process by introducing new online services that allow you to perform many licensing functions yourself. These online license services are available around the clock and provide you an efficient way to manage your license at a time that is convenient to you.

For your professional bail bond license, you are now required to file with the Commissioner a written report regarding all bail bonds on which you are liable as of the first day of each month pursuant to North Carolina G.S. § 58-71-165(a). The monthly report shall be filed on or before the fifteenth day of each month.

We are pleased to announce that the **SBS Connect Service** for electronic bail bond monthly report filing is now available. Professional bail bond monthly reports are now **required to be filed electronically** pursuant to 11 NCAC 13.0521. There is no state fee due to the North Carolina Department of Insurance for filing a professional bail bond monthly report. The electronic filing service is provided by State Based Systems (SBS) through SBS Connect service, however, and SBS charges administrative fees for each monthly report filing transaction. These fees are paid directly to SBS by credit card or electronic check when the monthly report is electronically submitted. The fees associated with electronic filing are the responsibility of the licensee pursuant to North Carolina G.S. § 58-2-250.

The SBS Connect Bail Bond Monthly Report Filing information is posted on the Department website in the following location: http://www.ncdoi.com/asd/asd_sbsconnect_bb_monthly_report.asp

Please carefully review this additional information about the SBS Connect Service features such as account registration and optional e-mail notifications of your license events. Detailed instructions are available on how to create your SBS Connect Account, register your professional bail bond license, and file your bail bond monthly report electronically. The first report due to be filed electronically is the **March 2011 report** which is **due by April 15, 2011**. A Frequently Asked Questions document has also been posted to assist with questions you might have about bail bond monthly report filing. If after reviewing all of the information, you require additional assistance, please contact Agent Services Division at (919) 807-6800 and one of our SBS Connect specialists will be able to assist you.

Please note effective January 1, 2010, all licensees are required to provide the Commissioner a valid e-mail address pursuant to N.C.G.S. § 58-2-69(b). Failure to update residential address or e-mail within 10 business days shall result in a \$50.00 fee. Please use the online form to submit an updated e-mail address located on the Department's website in the following location: http://www.ncdoi.com/asd/forms/asd_Email_Update.asp