

PREMIUM TAX QUESTION AND ANSWERS

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A. HOW DO I FILE A PREMIUM OR FRANCHISE TAX RETURN?

Q: How do I contact someone with premium tax questions?

A: Please send an email to taxes@insurance.ohio.gov . Emails take top priority and the site is monitored throughout the day. Voice mails are only handled when all emails received are cleared from the in-box.

Q: Can I file a **manual** Premium Tax Return?

A: NO, all companies must file their premium and franchise tax using our secured online site.

Q: Can I file third party premium tax form with the Ohio Department of Insurance?

A: NO, a proper filing is one that is filed online through our secured online site.

Q: Can I upload third party vendor tax forms data directly to the Ohio Department of Insurance database?

A: NO, the Ohio Department of Insurance does not allow third party vendors to upload into our databases.

Q: I submitted my tax return in error, how can I undo?

A: Please send an email to taxes@insurance.ohio.gov , provide company name, NAIC number and what form you need to have reset to DRAFT mode.

B. USER ID's AND PASSWORDS

Q: How do I contact someone with premium tax questions?

A: Please send an email to taxes@insurance.ohio.gov . Emails take top priority and the site is monitored throughout the day. Voice mails are only handled when all emails received are cleared from the in-box.

Q: Can I create my own User ID and Password?

A: NO, the Ohio Department of Insurance assigns each company a unique User ID and Password.

Q: I am a newly licensed company doing business in the state of Ohio, how do I get a User ID and Password?

A: During the month of January of the new year, the Ohio Department of Insurance will send a CERTIFIED letter with the company's newly established User ID and Password to the Treasurer of record from the company's 3rd quarter filing with the NAIC. This letter is sent to the PRINCIPLE mailing address on the company's 3rd quarter Jurat page.

Q: I forgot my password, what can I do?

A: Please go to the secured login site, locate "Premium Tax filings / Forms – ADMITTED INSURERS ONLY" and click the option Password Reset and follow the steps 1) User Id, 2) select challenge question and 3) answer challenge question.

Q: I misplaced both my User ID and Password or I cannot recall or answer the challenge question:

A: Send an email to taxes@insurance.ohio.gov (DO NOT CALL) the Ohio Department of Insurance. We will send detailed instructions to reacquire your Secured User ID and Password.

C. ATTACHING DOCUMENTS ELECTRONICALLY TO TAX FILING:

Q: How do I contact someone with premium tax questions?

A: Please send an email to taxes@insurance.ohio.gov . Emails take top priority and the site is monitored throughout the day. Voice mails are only handled when all emails received are cleared from the in-box.

Q: What should I attach to our filing?

A: You should attach ONLY supporting documentation for write in items on the tax forms or explanatory items outside the ordinary. For example: support for blended rates for agent fees, blended rates for tax calculation.

Q: What documents should NOT be attached?

A: PLEASE DO NOT ATTACH ANY OF THE FOLLOWING DOCUMENTS:

- 1) Schedule T
- 2) State Page
- 3) Guaranty Fund Certificate of Contribution
- 4) Documents just showing your states standard premium tax rate
- 5) Copy of third party vendors tax form

D. MAILING OF DOCUMENTS and CHECKS:

Q: How do I contact someone with premium tax questions?

A: Please send an email to taxes@insurance.ohio.gov . Emails take top priority and the site is monitored throughout the day. Voice mails are only handled when all emails received are cleared from the in-box.

Q: What tax documents do I mail to the Ohio Department of Insurance for year-end tax filings?

A: You should NOT mail any hard copy documentation unless specifically contacted by this department to do so. Please follow FAQs in C. ATTACHING DOCUMENTS ELECTRONICALLY TO TAX FILING above

Q: Where should I mail my premium tax payments?

A: DO NOT MAIL any checks. See form INS7215. ALL premium tax remittances should be sent to the Ohio Treasurer of State, and starting this year, must be sent electronically.

Q: What should I mail to the Treasurer of State besides my payment?

A: Foreign companies should fill out and email form INS7215, domestic Fire Marshal tax filers should fill out and email form INS7214 at the time your company submits their ACH payment to the Ohio Treasurer of State. Follow the emailing instructions on the individual forms, do not mail to the Ohio Department of Insurance.

Q: Will the Ohio Treasurer of State accept ACH\EFT payments for premium taxes?

A: YES, in fact that office has required ACH\EFT transfers this year and forward.

Q: COVER LETTERS, are they needed?

A: Since electronically filed tax forms and attachments and electronic payments are required, there is no need for cover letters. If the Ohio Department of Insurance requested documentation, the email will give direction on how to respond.

E. TAX RETURN FILING REQUIREMENTS AND DATES:

Q: How do I contact someone with premium tax questions?

A: Please send an email to taxes@insurance.ohio.gov. Emails take top priority and the site is monitored throughout the day. Voice mails are only handled when all emails received are cleared from the in-box.

Q: Does the state of Ohio have quarterly premium tax filing requirements?

A: NO, Ohio only has a single year end filing requirement.

Q: Does the state of Ohio require an advance payment?

A: YES, the state of Ohio requires an Advance Premium tax payment for foreign insurance companies and domestic companies that pay Fire Marshal tax. The invoice for these charges will be available on September 1 of each year on the Ohio Department of Insurance secured on-line premium tax site. Payment is due by October 15th. Invoices are no longer mailed to the company by the Treasurer of State. Payment by ACH\EFT is required, no checks should be sent to the Treasurer of State.

Q: When is tax filing due?

A: March 1 is the filing due date.

Q: Does Ohio grant extensions to filing deadline?

A: NO, Ohio does not grant extensions to file tax returns.

Q: I am a **New York domiciled company**, when and what do I have to file?

A: Even though your filing date for tax returns is typically October 15th, you are required to file a good faith estimated form CT-33 and CT-33M on the Ohio Basis and mark it as either ESTIMATED or FINAL which is due by March 1. If the CT-33/CT-33M amounts were estimated, the Ohio return must be amended once those returns are filed.

Q: I am an **Illinois domiciled company**, when and what do I have to file?

A: Even though your filing date for tax returns is typically October 15th, you are required to file a good faith estimated IL-1120 on the Ohio Basis and mark it as either ESTIMATED or FINAL which is due on March 1. If the IL-1120 amounts were estimated, the Ohio return must be amended once those returns are filed.

Q: We write **OCEAN MARINE TAX premiums**, how does Ohio tax.

A: Ohio taxes Ocean Marine premium as regular direct written premium. However, if your state does not tax the Ocean Marine premium but instead has an income tax typically based on underwriting income you must provide a good faith estimate when filing your tax return. Companies that do not provide a good faith estimate will have a calculated amount done for you and additional tax payments will be required.

F. MERGERS

Q: How do I contact someone with premium tax questions?

A: Please send an email to taxes@insurance.ohio.gov . Emails take top priority and the site is monitored throughout the day. Voice mails are only handled when all emails received are cleared from the in-box.

Q: If we have a company involved in a merger what do we need to do?

A: Proper UCAA notification of a merger should be completed and the Ohio Department of Insurance must be notified.

Q: How should we report the premiums and taxes for a company that has been merged out of existence?

A: The surviving company should report the entire year's premiums of both companies on their Schedule T with the NAIC. You should not file a tax return for the non-surviving company.

Q: We are a life insurance company that has remaining Guaranty Fund Credits, what happens to these credits when the company is merged?

A: Provided the Ohio Department of Insurance has received proper notification of the merger, the credits of the non-surviving company will be automatically transferred over to the surviving company.

G. SURPLUS LINES AND RISK RETENTION GROUPS

Please go to the following web page to assist you with Surplus Lines and Risk Retention questions:

<http://www.insurance.ohio.gov/Company/Pages/CompanyTab7.aspx>