

STATE OF IDAHO
DEPARTMENT OF INSURANCE
700 WEST STATE STREET, 3RD FLOOR
PO BOX 83720
BOISE, ID 83720-0043
PHONE (208) 334-4250
FAX (208) 334-4398

INSTRUCTIONS FOR COMPLETING AND FILING CONTINUATION FEE STATEMENT ADVISORY ORGANIZATIONS

1. Read these instructions carefully before completing this fee statement. If there are any questions regarding this filing, please contact the Premium Tax Section at (208) 334-4281 or premiumtax@doi.idaho.gov.
2. The Idaho Department of Insurance has adopted a mandatory e-file policy. All tax and fee filings must be submitted electronically. Electronic filings must be submitted by one of the following methods:

- ❖ Directly through TriTech Premium Pro software, or
- ❖ Idaho Department of Insurance Electronic Filing System located [here](#). Or visit <https://tritechsoft.com/efilenetid/efilenet/efiledefault.aspx>

Payments must be submitted by one of the following methods:

- ❖ Check with TriTech payment voucher, or
- ❖ Electronic Fund Transfer (EFT). **ACH Credit and Wire Transfers are acceptable.** Idaho does NOT accept ACH Debit or OPTins. Payment CANNOT be made through TriTech. **MUST BE ENROLLED.**

To enroll in the Electronic Fund Transfer payment system, please complete the EFT Enrollment Form located on the Idaho Department of Insurance website at https://doi.idaho.gov/wp-content/uploads/Company/EFT_Enrollment.pdf, and submit it to the Premium Tax Section at premiumtax@doi.idaho.gov. Enrollments are not processed from February 14 to July 31 due to tax filing volume.

3. Annual Continuation Fee Statements are due on or before March 1st. NAIC Annual Statements provided to NAIC are not required to be submitted to Idaho. Idaho Code § 41-1416. IDAPA 18.01.02.020.03.a.xi.
4. The fee statement must be signed and dated by an authorized representative of the company. For all electronic filings, the typed name of the officer signing under oath is acceptable. **Unsigned statements will be considered incomplete.**
5. All licensed Advisory Organizations are required to file a fee statement and remit the Continuation Fee. The statement and continuation fee are due and payable regardless of whether business was written in Idaho. Idaho Code § 41-1416 and IDAPA 18.01.02.020.03.xi.
6. If paying by check, attach the check for the balance due to the TriTech payment voucher. Unidentifiable payments will be returned.
7. The company name, address, and state of domicile must be completed as refunds and correspondence will be sent to this address.
8. Any questions or correspondence concerning the fee statement will be directed to the contact person listed on the statement. Include a **direct telephone number with extension and e-mail address**. If the contact person changes after the submission of the statement, please contact the Premium Tax Section as indicated in item number 1.