

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 PURCHASING GROUPS

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 (208) 334-4282, or premiumtax@doi.idaho.gov.
2. The Idaho Department of Insurance has adopted a mandatory e-file policy. All tax 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](https://tritechsoft.com/efilenetid/efilenet/efiledefault.aspx). Or visit <https://tritechsoft.com/efilenetid/efilenet/efiledefault.aspx>

Payments must be submitted by one of the following methods:

- ❖ 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.**
 - ❖ Check with TriTech payment voucher.
 - ❖ 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 June 30 due to tax filing volume.
3. Annual Continuation Fee Statements are due on or before March 1st. NAIC Annual Statements are not required to be submitted to Idaho. Idaho Code § 41-4804, 41-4805.
 4. The fee statement must be signed and dated by an authorized representative of the company. IDAPA 18.01.02.020.03.b.i. For all electronic filings, the typed name of the officer signing under oath is acceptable. **Unsigned statements will be considered incomplete.**
 5. All licensed Purchasing Groups are required to file this fee statement and remit the Continuation Fee. The statement and continuation fee are due and payable regardless of whether business was written in Idaho. IDAPA 18.01.02.020.03.b.i.
 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.