

INSTRUCTIONS FOR COMPLETING AND FILING QUARTERLY PREPAYMENT OF ANNUAL PREMIUM TAXES

1. Idaho Code, § 41-402 (3) (a) requires prepayment of premium tax if the sum of the tax obligations for the preceding calendar year's business is **\$400 or more**. Prepayments shall be based on the *preceding calendar year's business* at the **current year's premium tax rate**. **Quarterly tax form filings are required for companies with zero taxes or no prepayments due**. Companies writing dental insurance not governed by Chapter 34, Title 41, Idaho Code see changes below (**). **ZERO FILINGS ARE REQUIRED**
2. Read these instructions carefully before completing the *Statement of Premium Taxes and Fees*. If there are any questions regarding this filing, contact the Premium Tax Section at (208) 334-4281, (208) 334-4282, or premiumtax@doi.idaho.gov.
3. The Idaho Department of Insurance has adopted a mandatory e-file policy. All tax filings must be submitted electronically. Idaho Code §41-402. 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 Funds 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.
4. Any insurer failing to submit the tax filing and pay the tax on or before the due date, shall be liable for a penalty of \$25 per day of delinquency commencing the day after the due date, through the date of submission of a complete filing (mandatory electronic tax filing and payment). Idaho Code § 41-404, 41-3427 (2), and 41-3922 (2). Late filing penalties will be assessed for the following:
 - ❖ Late filing (electronic submission date) of the *Quarterly Prepayment of Annual Premium Taxes*.
 - ❖ Incomplete submission of the *Quarterly Prepayment of Annual Taxes* (missing signature).
 - ❖ Unpaid/underpaid tax (electronic submission date or official postmark).
 - ❖ Electronic Fund Transfer (EFT) payment not in the correct bank account on the due date.
 5. **If paying by check, attach a check for the balance due to the TriTech payment voucher**. Unidentifiable payments will be returned. If payment is being processed by the Electronic Funds Transfer (EFT) method, check the box under Payment amount. When transmitting payment by EFT, it is **CRITICAL** the addenda instructions are followed, and the payment is sent to the correct **premium tax type code (07170)** for the Department of Insurance. Late penalties will be assessed if payment is not in the correct bank account on the due date. An EFT Enrollment Acceptance **MUST** be acquired prior to using this method. If you need an EFT Enrollment Form, see Item #3 above.

6. The *Quarterly Prepayment of Annual Premium Taxes 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.**

7. (**) Companies who wrote dental premiums (not governed by chapter 34, Title 41, Idaho Code) need to take all dental premiums out of the net taxable premiums (B1). On July 1, 2007, Idaho Code 41-402(9) changed the tax on dental from premium based to \$.04 per number of insureds, certificate holders, or blanket policy participants per month for the full year. (See form sections, A1, A2 and A3)

8. **For prepayments without the dental premium adjustment**, use instructions listed below:

A. Enter net taxable premiums, not including fees, from prior year's Statement of Premium Taxes and Fees.

B.(B1): **ROUND ALL NUMBERS TO THE NEAREST DOLLAR**

- a. Life & Health Insurers use Page 7, Schedule E, Column A, total of Line 1 **plus** Line 2.
- b. Property & Casualty Insurers use Page 8, Schedule E, Column A, total of Line 1 **plus** Line 2.
- c. Insurer's Using Health Blank use Page 9, Schedule E, Column A, Line 1 **plus** Lines 2 and 3.
- d. Risk Retention Groups use Page 3, Schedule B, Column A, Line 1.
- e. Title Companies use Page 3, Schedule C, Column A, Line 1.

The Premium Tax rate is: 1.50%.

C. Enter net Idaho taxable premiums in B1, not including fees, from prior year's Statement of Premium Taxes and Fees. B2 is an automated calculation of the estimated Idaho Basis premium tax.

D. Multiply the Estimated Tax shown in B2 by the appropriate percentage in B3:

- a. 60% - due June 15th
- b. 20% - due September 15th
- c. 15% - due December 15th

E. The total estimated prepayment is an automated calculation.

9. **Prepayments with dental premium adjustment:** Do not include written dental premium in B1. Use dental contract information reported on Schedule D of the preceding year's Statement of Premium Taxes and Fees to calculate dental prepayment in A1.

10. Indicate if payment is sent by Electronic Fund Transfer (EFT) or check under PAYMENT AMOUNT. To avoid a lost payment, attach the check for the balance due to the TriTech payment voucher. Make check payable to:

MAILING

IDAHO DEPARTMENT OF INSURANCE
PO Box 83720
Boise, ID 83720-0043

OVERNIGHT

IDAHO DEPARTMENT OF INSURANCE
700 W State Street, 3rd FL
Boise, ID 83702

Your canceled check is your receipt. There will be a \$20.00 charge on all returned checks - Idaho Code § 28-22-105.

11. **Prior tax overpayments cannot be deducted from current year tax liability. Refund checks are issued for all prior year overpayments. Idaho Code §41-402(10).**

12. Changes in company status such as mergers, name, or addresses must be reported.

13. Companies in receivership must provide legal documentation that precludes prepayment of premium taxes.

REQUIRED

- ❖ Separate payments for each company
- ❖ Signature and title of officer may be typed for electronic filing
- ❖ **Payments of \$100,000 or more MUST be paid by Electronic Funds Transfer.**