

**OKLAHOMA INSURANCE DEPARTMENT
INSTRUCTIONS FOR FILING SURPLUS LINES
QUARTERLY REPORTS
(Effective 10/31/2016)**

All surplus lines tax forms & payments must be filed electronically through OPTins per Order No. 16-353-PRJ. You will have to register your account with OPTins in advance to file. The phone number for the OPTins help desk is (816)783-8990.

1. The Broker Quarterly Summary Report (Report) in its entirety consists of forms **SL-3a, SL-3b, SL-3c** (payments) **or SL-3d** (if credits/refunds are reported). The broker must retain a copy, along with the policy records, in the event of an audit. Due to the implementation of NRRRA on July 21, 2011 Surplus Lines filings should be made to the state of Oklahoma when Oklahoma is the "**Home State**", at the applicable tax rate of 6% on 100% of the premium.

Do not submit a Report for (0) business.

Oklahoma Statutes do not accommodate Courtesy Filings. The Report must be submitted referencing the surplus lines broker or surplus lines agency of record on the policy.

2. Oklahoma premium tax for Surplus Lines is **6%**. Please list the **same** broker name & license number **or same** agency name & license number on each form (**SL-3a, SL-3b & SL-3c**)

3. **Summary Form.** Summarize all business on **form SL-3b**. All policies should be listed individually by **each policy or endorsement** and **grouped** by insurance carrier. **Subtotal each carrier premium and tax amount.** Provide the Oklahoma Company Number on this form. A listing of **Approved Surplus Lines Companies** is available on our Website, located at: http://www.ok.gov/oid/Regulated_Entities/Financial/Forms.html, select Surplus Lines Forms, then select **List of Approved Surplus Lines Companies**. Check often for revised listings. **NOTE:** Please see footnotes for any **alien surplus line** company/carrier that is not on the list.

4. **Payments.** Broker Form for Taxes Due. Submit each positive amount (payment) by policy or endorsement listed on the **SL-3b** on the **SL-3c form**. Please indicate on **form SL-3c** that the premium is from a new procurement, renewal, audit, or endorsement. Please make sure that the detail amounts match the summary totals. For multi-state placements please provide a recap sheet with the risk breakdowns by state.

5. **Credit/Refunds Requests.** Submit each negative amount (credit/refund) by policy or endorsement listed on the **SL-3b** form on the **SL-3d form**. You will include the following for each policy or endorsement listed: A copy of the **cleared check** remitted to the Oklahoma Insurance Department that was previously made for the tax payment on the policy for which a refund or credit is claimed, a copy of the **declarations page** issued with the original policy from the insuring company and either a **notice of cancellation** or a **notice of premium refund** from the insuring company must be submitted as proof of purchase, cancellation and/or refund. You will upload all additional documentation required for each item listed in OPTins. Rules 365:25-3-13 "**Any claim for a tax refund/credit shall be filed following the close of the calendar quarter that contains the policy period considered in computing the tax refund 3 years from the date of tax payment**".

6. Pursuant to Title 36 O.S. §1107(D) the Report and tax payment must be submitted on or before the end of each month following each calendar quarter:

1st Quarter Reports - due **April 30th** 3rd Quarter Reports - due **October 31st**
2nd Quarter Reports - due **July 31st** 4th Quarter Reports - due **January 31st**

**Direct all Surplus Lines tax questions to:
Sarah.McCubbin@oid.ok.gov, or call (405) 522-0473
JeanAnn.Parsley@oid.ok.gov, or call (405) 521-3967**