

# OKLAHOMA INSURANCE DEPARTMENT

FIVE CORPORATE PLAZA  
3625 NW 56TH, SUITE 100  
OKLAHOMA CITY, OK 73112  
WWW.OID.OK.GOV



COMPTROLLER DIVISION  
PHONE: 405.521.6656  
FAX: 405.522.4163

GLEN MULREADY  
INSURANCE COMMISSIONER

Pursuant to Title 36 O.S. §1114 "Each surplus line broker shall on or before the first day of April of each year file with the Insurance Commissioner a verified statement of all surplus lines insurance transacted by the broker during the preceding calendar year where Oklahoma is the state of the insured or there is a single-state risk in Oklahoma. The statement shall be on a form prescribed and furnished by the Insurance Commissioner and shall show:

1. Gross amount of each kind of insurance transacted,
2. Aggregate gross premiums charged,
3. Aggregate of return premiums paid to insureds,
4. Aggregate of net premiums, and
5. Such additional information as may reasonably be required by the Insurance Commissioner.

## INSTRUCTIONS:

1. All reports must be filed electronically through OPTins per Order No. 16-353-PRJ. Please contact OPTins at 816-783-8990 or at [www.optins.org](http://www.optins.org).
2. Each licensed surplus lines entity (Agency and Broker) is required to complete the Annual Report whether you do or do not have business to report for the prior year.
3. Separate each report by license number (one for agency, one for broker).
4. Each report contains 2 forms:
  - Page 1 Broker/Agency Annual Statement
  - Page 2 Annual Surplus Tax Return
5. List same name & license number on both forms of the report. Either SL Broker Name & Number or SL Agency Name & Number.
6. Enter a total amount for each report submitted even if the amount is \$0.00.

For questions on information required on the form, please contact the Oklahoma Insurance Department:

[Sarah.McCubbin@oid.ok.gov](mailto:Sarah.McCubbin@oid.ok.gov) or call (405) 522-0473  
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For questions on entering data, amending forms, or submitting via OPTins, contact the OPTins Help Desk:

[optinshelp@naic.org](mailto:optinshelp@naic.org) or via phone at: 816-783-8990

**DO NOT SUBMIT A PAYMENT WITH THE SURPLUS LINES ANNUAL REPORT.**