

**STATE OF ALABAMA
DEPARTMENT OF INSURANCE
HMO's**

**SPECIAL INSTRUCTIONS FOR FILING PREMIUM TAX AND FINANCIAL STATEMENTS
HEALTH MAINTENANCE ORGANIZATION**

IMPORTANT INFORMATION

It is necessary to include your NAIC number in the spaces provided. Do not use the federal identification number in place of your NAIC number.

FILING OF PREMIUM TAXES AND FEES

Insurers may file their premium tax returns and pay premium tax and COA renewal fee through the NAIC OPTins program. Visit <https://eapps.naic.org/optins-static/index.html> for additional information.

-OR-

Premium Taxes and Fees, ALL tax returns, and the Annual Statement should be sent to the Lock Box below. It is the responsibility of the Company to see that Filings are timely and mailed to the correct Lock box. Mail the following items to the address below:

THE ITEMS BELOW ARE DUE BY MARCH 1ST OF EACH YEAR

1. Annual Premium Tax Return, applicable taxes and fees
2. All premium tax credits/deductions taken on the annual premium tax return should be documented with copies of cancelled checks and privilege tax returns (page 1 only), ad valorem tax notices, guaranty fund and Alabama Health Insurance Plan assessment notices, invoices. Premiums which are taxed at less than the maximum should be documented with detailed policy runs. Documentation should be emailed to premiumtax@insurance.alabama.gov The subject line of the email must have the name of the company and the year.
3. Official List
4. Application for License Renewal
5. Alabama business page
6. Actuarial Opinion
7. \$300.00 Annual Audit and Examination Fee and Transmittal Form—this item only, see reverse side for address
8. Certificate of Compliance
9. Certificate of Valuation
10. Certificate of Deposit – Failure to submit a current Certificate of Deposit may result in the rejection of your Certificate of Authority Renewal Application.
11. Retaliatory Statement, Applicable Tax

POSTAL SERVICE

Alabama Department of Insurance
c/o Compass Bank
P. O. Box 830691
Birmingham, AL 35283-0691

COURIER OR EXPRESS SERVICE

Alabama Department of Insurance
c/o Compass Bank
701 South 32nd Street
Birmingham, AL 35233

FILING REQUIREMENTS – Fees – Must be filed with Annual Premium Tax Return

- | | |
|-------------------------------------|----------|
| 1. HMO Annual Statement Filing Fee: | 20.00 |
| 2. HMO License Renewal Fee: | \$205.00 |

--OVER--

FILING REQUIREMENTS – Audit and Examination Fees and due dates

The Annual Audit and Examination Fee for Health Maintenance Organizations is \$300.00. A check should be attached to the Transmittal Form and mailed to:

POSTAL SERVICE
Alabama Department of Insurance
c/o Compass Bank
P. O. Box 830707
Birmingham, AL 35283-0707

COURIER OR EXPRESS SERVICE
Alabama Department of Insurance
c/o Compass Bank
701 South 32nd Street
Birmingham, AL 35233

SUPPLEMENTAL FILINGS—DUE DATES

All Supplemental filings required by the NAIC Annual Statement Instructions must be filed by the appropriate due dates. Mail those documents directly to the Alabama Department of Insurance:

POSTAL SERVICE
Alabama Department of Insurance
P. O. Box 303351
Montgomery, AL 36130-3351

COURIER OR EXPRESS SERVICE
Alabama Department of Insurance
201 Monroe Street, Suite 1700
Montgomery, AL 36104

ALL FILINGS WITH THE ALABAMA DEPARTMENT OF INSURANCE MUST BE MAILED BY THE U. S. POSTAL SERVICE OR COURIER. HAND DELIVERED DOCUMENTS WILL NOT BE ACCEPTED.

CONTACT PERSONS

All questions relating to premium tax should be addressed to the Department of Insurance, Examiners Division:

Ann Strickland (334-241-4154) ann.strickland@insurance.alabama.gov
Belinda Williams (334-241-4162) belinda.williams@insurance.alabama.gov
Todrick Burks (334-241-4163) todrick.burks@insurance.alabama.gov