

**STATE OF ALABAMA
DEPARTMENT OF INSURANCE
FOREIGN Title Companies**

SPECIAL INSTRUCTIONS FOR FILING PREMIUM TAX AND FINANCIAL STATEMENTS

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, FEES, and ANNUAL FINANCIAL STATEMENT

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 one of two lockboxes. 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 unless otherwise stated:

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

PREMIUM TAX RATE: The maximum tax rate in Alabama is 3.6% for Property and Casualty Business. The tax rate may be reduced by completing the Office Facilities Credit Worksheet. The Worksheet and a list of offices in Alabama or a list of investment Real Estate must accompany your premium tax return.

THE ITEMS BELOW ARE DUE BY MARCH 1 OF EACH YEAR

1. Annual Premium Tax Return and Applicable Fees and Taxes
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. Office Facilities Credit Worksheet
8. \$850.00 Annual Audit and Examination Fee and Transmittal Form—this item only, see reverse side for address
9. Certificate of Compliance
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

---OVER---

FILING REQUIREMENTS – Audit and Examination Fees and due dates

The Audit and Examination Fee \$850.00. A check should be attached to the Transmittal Form and mailed to the address below:

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

FILING REQUIREMENTS – Fees (see premium tax returns)

- | | |
|---------------------------------|----------|
| 1. Annual Statement Filing Fee: | \$ 25.00 |
| 2. License Renewal Fees: | 505.00 |

SUPPLEMENTAL FILINGS –DUE DATES

Supplemental filings made with a Company’s state of domicile and the NAIC do not have to be made with the Alabama Department of Insurance, i.e. the expense exhibit, etc. Such Documents can be retrieved electronically from the NAIC database. Please use the NAIC Annual Statement Instructions as a guideline.

Foreign Insurers are not required to file Quarterly Financial Statements with the Alabama Department of Insurance.

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