STATE OF MICHIGAN
DEPARTMENT OF INSURANCE AND FINANCIAL SERVICES
BULLETIN 2015-09-INS

In the matter of:

Mandatory Use of NAIC OPTins for Submitting All
Surplus Lines Tax Reports and Payments
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Issued and entered
this 23rd day of March 2015
By Annette E. Flood, Director

The State of Michigan, Department of Insurance and Financial Services (DIFS) transitioned to using the NAIC OPTins system on July 1, 2012 for receiving Surplus Lines tax reports and payments. OPTins is a web application that is available to users 24 hours, 7 days a week. OPTins is a reliable and inexpensive means of submitting Surplus Lines tax reports and payments electronically. Collecting Surplus Lines tax reports and payments through one electronic system will create a central location for licensee tax reports.

Effective July 1, 2015 DIFS will no longer accept paper filings for Surplus Lines taxes. All tax reports and payments must be electronically submitted to DIFS via the NAIC OPTins system. This bulletin applies to all purchasing groups, risk retention groups, business entities, and individuals registered/chartered/licensed to transact Surplus Lines insurance in Michigan.

OPTins does not require special software or licensing fees. However, OPTins charges a minimal service fee to users, which currently ranges from $1.00 to $10.00 per original tax report and payment, depending on the amount of tax being remitted. OPTins does not charge additional fees for amending a tax report or submitting additional information requested by the State. Licensees are required to use the most updated Michigan tax forms available on OPTins at the time of filing.

Industry users are required to complete the appropriate OPTins registration implementation forms to obtain a user ID and password prior to filing tax reports through OPTins. The registration process can take up to two weeks to complete, therefore, industry users are advised to register at least 30 days prior to July 1, 2015. OPTins accepts ACH debit or ACH credit for the electronic payment of the Surplus Lines taxes due. All electronic payments are submitted to OPTins and electronically transferred daily to the State of Michigan.

Detailed registration information is available on the OPTins website, www.optins.org, or through the customer service call center at 816-783-8787. Should a user require assistance with the

OPTins system after registration, assistance is available from the OPTins Help Desk by calling 816-783-8990 or emailing optinshelp@naic.org. An industry user manual is also available online.

Questions related to this Bulletin may be directed to:

Michigan Department of Insurance and Financial Services
Surplus Lines
PO Box 30220
Lansing, MI 48909
Phone: 877-999-6442

Annette E. Flood
Director