SL-4 INSTRUCTIONS

STATE OF ARKANSAS
DEPARTMENT OF INSURANCE
ANNUAL STATEMENT OF SURPLUS LINES BROKERS

GENERAL FILING INFORMATION

All tax filings and payments must be received on or before **March 1, 2019**. All tax filings and payments must be received no later than sixty (60) days following the end of the month in which surplus lines insurance was procured. The Insurance Commissioner may grant a reasonable extension of time within which the statement may be filed for good cause shown and after a written request. ACA§26-65-316 **(b) (1)** If a surplus lines broker fails to remit the tax as provided by law by the due date, the surplus lines broker shall be liable for a fine of fifty dollars ($50.00) for each day of delinquency commencing with the sixty-first day after the end of the month in which surplus lines insurance was procured.

The separate Affidavit document must accompany this form.
If mailing, include with form and payment.
If filing through OptIns, download, complete, and upload as an attachment with filing.

You are required to file this form even if there were no premiums written in Arkansas.

- For additional information, please refer to Arkansas Code Annotated §23-65-301, *et seq.,* and Arkansas Insurance Department **Rule 24.**
- For determining "Home State" for filing and paying for nonadmitted insurance, please refer to Arkansas Insurance Department **Bulletin 5-2011**. If Arkansas is the principal place of business of the insured and at least a portion of the insured risk is located in Arkansas (on a multi-state policy) then the surplus line tax would be paid and collected in Arkansas, the home state, at 4% of the entire risk.
- For additional information regarding Underwriting Expenses, please refer to Arkansas Insurance Department **Bulletins 14-2015 and 14-2015A.**

Contact Information: Phone (501) 371-2605
Email: insurance.accounting@arkansas.gov
Technical Issues: OPTins (816) 783-8990 or optinshelp@naic.org

ARKANSAS SURPLUS LINES BROKER
PREMIUM TAX RETURN INSTRUCTIONS

Completion of SL-4:

Submitted In OPTins – Use current date form will be submitted, even if form is mailed.

Form Filing Type – Make appropriate choice in the drop down menu; Original or Amended.

For Year Ending – Be sure to enter the last two (2) digits of year.

Individual National Producer Number (NPN): <u>You are required to enter your Individual National Producer Number (NPN) in the space provided and complete all lines</u>.

Broker Name – As shown on license.

E-mail address – Enter the name of the person responsible for the filing that can answer questions regarding any matter that may arise.

Agency Name – List the agency name that the broker is associated with or agency with surplus lines license.

Address - for above agency.

City, State & Zip Code + 4 – based on the location's listed above.

Telephone Number – enter ten (10) digits, area code + phone number of the agency.

E-mail address – Enter the name of the person responsible for the filing that can answer questions regarding any matter that may arise.

Form SL-4 Total and Total Tax Due will be populated by the data that is entered on the SL-4A. Complete the SL-4A form prior to completing SL-4.

Original Amount Paid – enter the total of all payments previously made for the twelve (12) month period in the calendar year being reported.

Total Taxes Due – Any difference between what is owed based on what is reported on the SL-4A, and what has been previously paid will be due with this filing.
If a refund is due, a payment will be paid after the auditing of the SL-4. Please allow up to three months for all filings to be audited and refunds processed.

Completion of SL-4A:

Name of Non-Admitted Insurer – Enter the names of insurers as reported on SL-2A on each line.

Premium Amount - Enter the sum total for the twelve (12) months of the calendar year being reported for each insurer listed.

Expense of Underwriting – Enter the sum total for the twelve (12) months of the calendar year being reported for each insurer listed.

Credit Applied - Enter the sum total of premium being credited for the twelve (12) months of the calendar year being reported for each insurer listed.

Tax Due - Amount will calculate based on values entered in column C, D, and E.

Premium Amount Total – This will automatically calculate the total for this page based on amounts entered in column C.

Expense of Underwriting Total - This will automatically calculate the total for this page based on amounts entered in column D.

Credit Applied total - This will automatically calculate the total for this page based on amounts entered in column E.

Tax Due Total – This will automatically calculate the total for this page based on amounts in column F. This will be reflected on the SL-4 on line 20.

PENALTY

Any Surplus Line Broker or Company that fails to report or pay the tax when due shall be subject to a **fifty dollars ($50) for each day of the delinquency.**

COMPLETING AMENDED RETURN

If you are completing an amended return, the following steps should be followed:

- Do NOT change the date on the form, or a late penalty will calculate. Leave the date as the original date submitted in OPTins.
- Select Amendment indicator under “Form Filing Type”.
- Make the necessary changes to the form.

- Resubmit in the same format as the original filing was done (email or through OptIns).

If a payment was made with the original filing, add that amount to “Original Amount Paid”, line 21, of the SL-4 along with other previous payments made on line 21.

Line 22 will show the difference that is now due with the filing. Any overpayment will be refunded at the completion of the annual audit of the SL-4.