Kansas Insurance Department

Instructions for Online Surplus Lines Statement & Policy Reporting Form (PRF) to be completed annually by surplus lines agents licensed in Kansas

All agents who currently hold or held a Kansas surplus lines license at any time during the prior calendar year are required to complete and submit this form and PRF online no later than March 1st of each year. Agents must login to Surplus Lines Tax Filing System to complete and submit the online form.

> *If you have not logged in before, go to https://insurance.ks.gov/desktop/SLTax/signup.php Complete the screens to sign up for your account. Note that you must know your National Producer Number (NPN) to complete the screens. Your NPN will be your Surplus Lines Tax Filing System login ID. You must provide a current email address if you forget your password and to receive other important notices and information.*

IF YOU HAVE NO DIRECT PLACEMENTS TO REPORT FOR THE TAX YEAR:

If you have no business to report for the tax year, submission is simple. Skip Step 1, go to Step 2 and click each certification checkbox. **If you placed no business directly, respond "No" to the direct placement question and respond appropriately to the second question about placements through other agents.** Please be sure to include the contact information requested if you are not the agent but are filing the form on their behalf. Then go to Step 3 and click Submit. After you receive a success message on the screen, you can logout. Since you reported no policies, there is no need to print the Policy Reporting Form (PRF).

IF YOU HAVE DIRECT PLACEMENTS TO REPORT FOR THE TAX YEAR:

STEP 1 – COMPLETING THE ELECTRONIC POLICY REPORTING FORM (PRF) FOR ALL POLICIES:

If you have directly placed business during the tax year, you must complete the electronic Policy Reporting Form (PRF) to enter your policies. The Excel spreadsheet PRF V.1.YY(reporting year) provided must be used. **Please use NPN in the file name.** Respond "Yes" to the question "Do you have premiums charged?" and a **CHOOSE FILE** button will appear to select the PRF spreadsheet created. Make sure to use the **UPLOAD FILE** button after the file is selected. The spreadsheet is necessary for the filing to be considered complete.

Enter the total gross premium charged in the provided box.

STEP 2 – REQUIRED CERTIFICATIONS: Go to Step 2 and click each certification checkbox. If you placed business directly and reported it on the PRF above, respond **Yes** to the direct placement question and respond appropriately to the second question about placements through other agents. If you had placements through other agents, you are required to keep and maintain a record on the PRF/OA. The PRF is not sent to the department. If you are completing the online surplus lines statement and Policy Reporting Form (PRF) on behalf of the agent, please include your name and contact information. This information will only be saved on your form at the time of submission.

Step 2 certifications and responses are required of all surplus lines agents licensed in Kansas, even if no surplus lines business was placed during the year. Note these certifications and responses will only be saved on your form at the time of submission.

<u>STEP 3 – SUBMISSION OF STATEMENT AND PAYMENT OF TAXES:</u> Review all data entered in Step 1. Please review Step 2 to be sure all certifications have been checked and questions answered. If you responded in Step 2 with a "Yes" that you directly placed surplus lines business during the tax year, you must upload the Policy Reporting Form (PRF) in Step 1 or your submission will not be allowed. If you responded "No" that you did not directly place surplus lines business during the year and did not enter data in Step 1, go directly to the Submit button and complete your submission. You will receive a message on successful submission.

From the data entered in Step 1, your tax owed will be displayed. If you owe surplus lines tax, you will be directed to a payment screen after pressing submit. You then have the option of paying by ACH electronic check (a $3.00 processing fee will be charged), or for up to $10,000 with a credit card (a $3.00 processing fee and convenience fees apply). If using eCheck, be sure your bank allows Kansas.gov, Origination ID 1481120617 to debit the account.

Follow the payment prompts which will take you to the State of Kansas' online payment service (Kansas.gov). **You must submit payment electronically before the return submission is complete**. Complete all required information and submit payment, after which you will receive a success message.

Filing this form on or after the due date will result in a tax rate of 12% of gross premium charged pursuant to <u>K.S.A. 40-246-c</u>. The return calculator will only calculate a 6% rate. If there are additional taxes due to the late filing, you will be notified of the additional amount, applicable penalty, and a timeframe within which to make the payment.

IF YOU NEED TO AMEND YOUR RETURN AFTER SUBMISSION: If you need to amend your return after filing, please send an email to KID.ExLines@ks.gov . Explain your need to amend and the filing will be reopened. **The amended return should be filed for the difference in premiums not reported on the original return**. An updated Policy Reporting Form (PRF) should also be submitted. Payment is due when filing the return. You will be notified of any additional tax due or applicable penalty, and a timeframe within which to make the payment.

Any questions can be sent to the Rate and Form Compliance Division at kid.addpc@ks.gov or 785-296-7844.