

# 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 1<sup>st</sup> 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. Check No in Step 1 and enter 0, 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.** 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). Please be sure to include the contact information requested if you are not the agent yourself, but are logged in as the agent and filling out the form on their behalf.

### **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) must be used. You can find the Download for the PRF on the Surplus Lines Tax Filing System login page. Once completed, use the Upload PRF submission in Step 1 to submit the spreadsheet for your filing to be complete.

**Please use NPN in the file name.**

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.

**STEP 3 – SUBMISSION OF STATEMENT AND PAYMENT OF TAXES:** Review all data entered in Step 1 and PRF uploaded if you have premium. 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 enter policy and premium data 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 electronically in Step 1, your tax owed will be displayed. If you owe surplus lines tax, you will be directed to a payment screen once you hit submit. You 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). **You must submit payment electronically before your submission is complete.** You will be taken to the State of Kansas' online payment service. You must complete required information there and submit payment to complete the process, after which you will receive a success message.

Upon submission of the return, you will be taken to the Kansas.gov secure payment engine to make the electronic payment. If using eCheck, be sure your bank allows Kansas.gov, Origination ID 9775071990 to debit the account.

**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](mailto:KID.ExLines@ks.gov) . Explain your need to amend. Your filing will be reopened. Once changes are made in your PRF or your responses, any change in amount owed will be calculated. If you have any questions, you may contact the Rate and Form Compliance Division at [kid.addpc@ks.gov](mailto:kid.addpc@ks.gov) or 785-296-7844.