

Iowa Insurance Division  
Risk Retention Group  
Calendar Year 2023 filing instructions and tax forms

**ELECTRONIC FILING THROUGH TRITECH REQUIRED IN 2024 FOR TAX YEAR 2023 &  
RENEWAL YEAR 2024**

**Electronic filing for 2024 submissions will be available beginning January 2, 2024**

The Iowa Insurance Division, in conjunction with TriTech, has implemented an online premium tax application for insurers to prepare and submit their premium tax returns and make payments electronically. Required documentation can easily be attached to the electronic filing.

The mandatory e-file program will affect all registered Risk Retention Groups.

|   |        |  |
|---|--------|--|
| <i>Premium Taxes and Fees</i>                                       | E-file | Direct via Premium Pro® or click link below. |
| <i>Application for renewal of Risk Retention Group Registration</i> | E-file | Direct via Premium Pro® or click link below. |

Or visit <https://nonsub.tritechsoft.com/>

**Payments – Electronic Fund Transfer (ACH Debit or ACH Credit)**

Insurers must contact their bank to have ACH Debit blocks removed from their account before submitting a payment. Please give your bank the IID ACH Company ID of 426004579X to authorize the debit to pass through. Insurers must also verify that the Debit limit at their bank is high enough to allow the premium tax payment to process.

For insurers using the TriTech Premium Pro® tax software, direct e-filing options are available within the software program. For all other filers, you may access the Iowa e-filing program free of charge at the above link. For all technical questions regarding either e-filing system, please call TriTech at 800-380-6407, or e-mail: [support@tritechsoft.com](mailto:support@tritechsoft.com).

The addendum information for those choosing the ACH Credit option is available at: [https://tritechsoft.com/IAefile\\_notice.asp](https://tritechsoft.com/IAefile_notice.asp)

Any paper documents and checks received will be shredded. The OPTins portal has been turned off for all Risk Retention Groups

Below is a list of the forms to be submitted in calendar year 2024

1. Premium Tax Return Calendar Year Ended December 31, 2023
2. Application for Renewal of Risk Retention Group Registration

All Risk Retention Groups must file documents 1 & 2 by **March 1, 2024**. The tax return is required even if there was no premium written in Iowa during the year, as the Jurat page is attached to the annual tax return.

All Risk Retention Groups will be required to attach a PDF copy of their signed annual Jurat page with their electronic premium tax return. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarter jurat pages must be filed electronically in a PDF format at [electronic.filing@iid.iowa.gov](mailto:electronic.filing@iid.iowa.gov) Follow the specific instructions for the electronic filings of the quarterly jurat pages in the filings instructions checklist.

Any questions or concerns regarding premium tax returns or amended filings should be directed to the Insurance Division address or be electronically submitted to [premium.tax@iid.iowa.gov](mailto:premium.tax@iid.iowa.gov)