

Iowa Insurance Division  
Surplus Lines Insurers  
Calendar Year 2023 annual renewal filing instructions

**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**

Surplus Lines Carriers will continue to file the Application for Renewal as a qualified Surplus Lines Carrier and pay the fees electronically through TriTech software for filings made in 2023. No renewal filings will be made through OPTins.

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

The mandatory e-file program includes all Qualified Surplus Lines Carriers.

*Application for renewal as a  
Qualified Surplus Lines Carrier* 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 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. The Surplus lines renewal form will be found through the company type **Other Companies**, Return type **Surplus Lines Annual Fee**. 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 carrier will be subject to late fees if the electronic submission is then not completed timely. The OPTins portal has been turned off for renewal of all Qualified Surplus Lines Carriers.

All Qualified Surplus Lines Carriers must file the Application for Renewal by **March 1, 2024**. All Qualified Surplus Lines Carriers will be required to attach a PDF copy of their signed annual Jurat page with their application form. 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 renewal filings or amended renewal 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)

Surplus Lines producers will continue to file and pay premium taxes through OPTins. Please contact [producer.licensing@iid.iowa.gov](mailto:producer.licensing@iid.iowa.gov) regarding payment of surplus lines premium taxes.