

Iowa Insurance Division
Surplus Lines Insurers
Calendar Year 2025 annual renewal filing instructions

**ELECTRONIC FILING REQUIRED IN 2026 FOR TAX YEAR 2025 &
RENEWAL YEAR 2026**

Surplus Lines Carriers will file the Application for Renewal as a qualified Surplus Lines Carrier and pay the fees electronically through OPTins for filings made in 2026.

The Iowa Insurance Division, in conjunction with OPTins, has implemented a new online premium tax and renewal application for insurers to prepare and submit their premium tax returns and payments electronically.

All filings are mandated to be submitted electronically via the OPTins website
<https://www.optins.org/>, except as noted.

Required documents are easily attached to the electronic filing. The Iowa e-filing program may be accessed at the above link. OPTins charges a flat fee of \$17.50 per filing. For all technical questions regarding the e-filing system, please contact OPTins Product Assistance Help Desk @ optinshelp@naic.org or call 816-783-8500. 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.

All Qualified Surplus Lines Carriers must file the Application for Renewal by **March 1, 2026**. All Qualified Surplus Lines Carriers will be required to attach a PDF copy of their signed annual Jurat page with their application form. 1st, 2nd and 3rd quarter jurat pages must be filed electronically in a PDF format at 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 or call 515-654-6529.

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