

Annual Report Filing Instructions for Preneed Sellers

The Division requires the use of [OPTins](#) (Online Premium Tax for Insurance) for the submission of the preneed seller annual report. OPTins is a secure Web application which facilitates the submission of premium tax, surplus lines, and other state-specific filings and payments to participating states.

Registration

If you do not have an OPTins account:

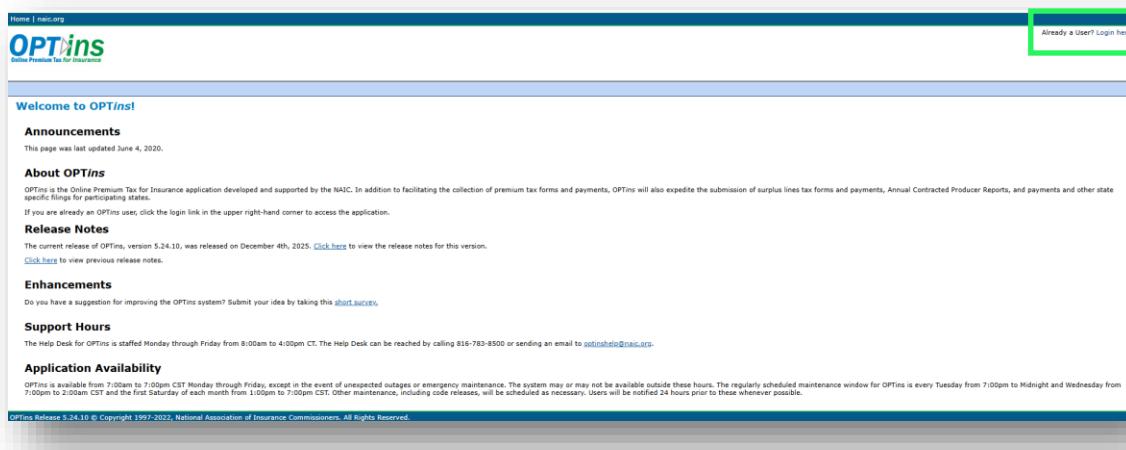
- Go to the [OPTins content page](#), scroll down to the Implementation Forms section, and select the **Standard Implementation Paperwork** to download the PDF.
- After completing the paperwork, add it as an attachment on a new email to the OPTins Marketing Team at optinsmktg@naic.org.
- If you have questions about the paperwork, please email the OPTins Marketing Team or call 816-783-8787 and leave a message. Setup of a new account may take 7-10 business days.

If you already have an OPTins account, just enter your username and password at [OPTins User Login](#).

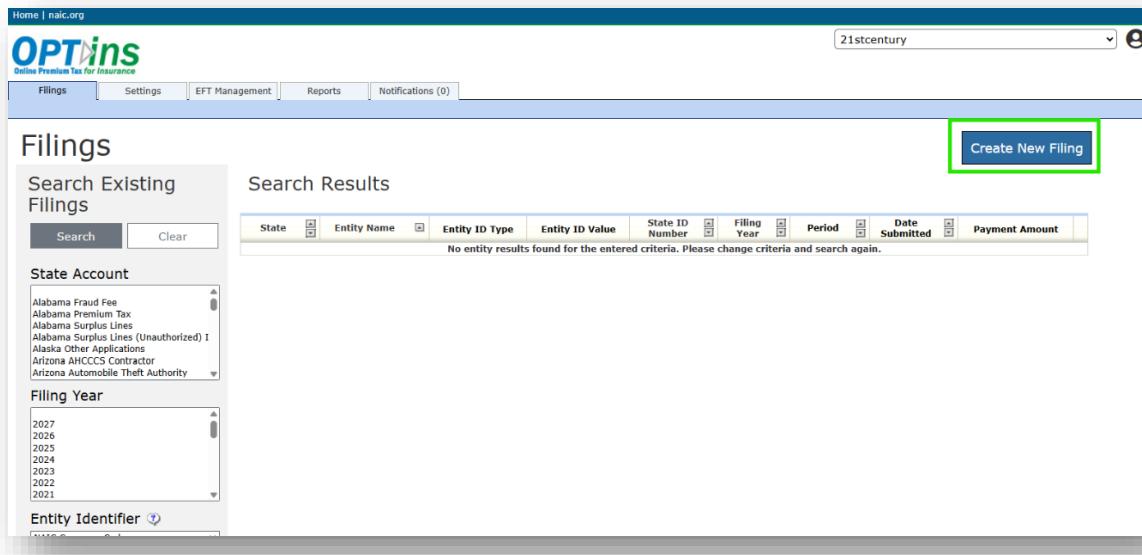
Filing

Below are step-by-step instructions for filing a preneed seller annual report in [OPTins](#).

Step 1 - Login: After registering with OPTins, go to [OPTins](#) and click on **Login here** to log into your account.

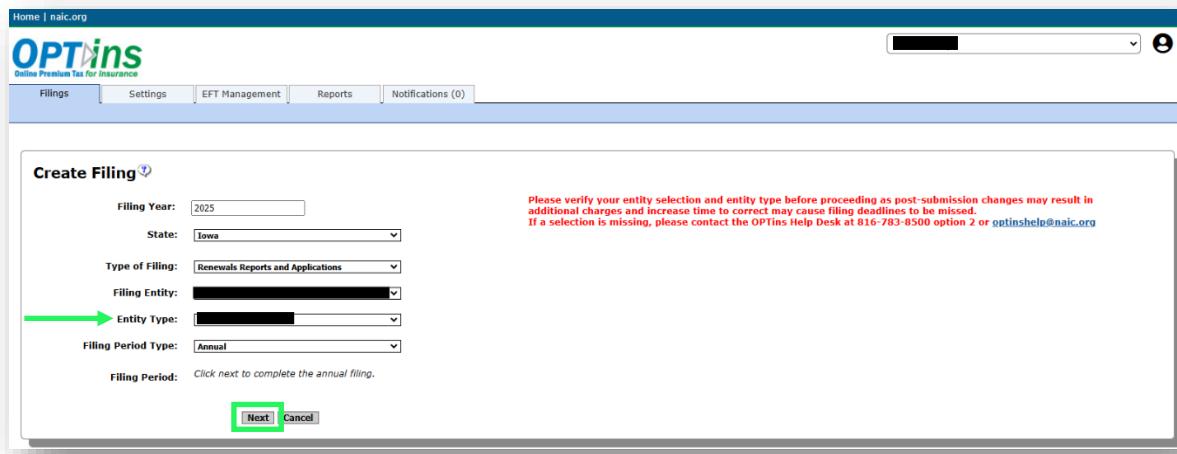


Step 2 - Create Filing: To create a new annual report filing, click the **Create New Filing** button.



The screenshot shows the OPTins Filings interface. At the top, there are navigation links for Home, Filings, Settings, EFT Management, Reports, and Notifications (0). A dropdown menu shows '21stcentury' and a profile icon. The main area is titled 'Filings' and contains a 'Search Existing Filings' section with 'Search' and 'Clear' buttons. Below this is a 'State Account' dropdown listing various state accounts. A 'Filing Year' dropdown shows years from 2027 down to 2021. A 'Search Results' table is present with columns for State, Entity Name, Entity ID Type, Entity ID Value, State ID Number, Filing Year, Period, Date Submitted, and Payment Amount. A message in the table states: 'No entity results found for the entered criteria. Please change criteria and search again.' A prominent blue button labeled 'Create New Filing' is located in the top right corner of the main content area, with a green box highlighting it.

Step 3 – Select Filing Type: This will take you to the filing wizard where you will select **Preneed Seller** from the drop-down menu under **Entity Type**. Then click the **Next** button:



The screenshot shows the 'Create Filing' wizard. At the top, there are links for Home, Filings, Settings, EFT Management, Reports, and Notifications (0). A dropdown menu shows a blacked-out state and a profile icon. The main form has fields for 'Filing Year' (2025), 'State' (Iowa), 'Type of Filing' (Renewals Reports and Applications), 'Filing Entity' (blacked out), and 'Entity Type' (blacked out). A green arrow points to the 'Entity Type' dropdown. Below these fields is a note: 'Please verify your entity selection and entity type before proceeding as post-submission changes may result in additional charges and increase time to correct may cause filing deadlines to be missed. If a selection is missing, please contact the OPTins Help Desk at 816-783-8500 option 2 or optinshelp@naic.org'. At the bottom, there is a note: 'Click next to complete the annual filing.' and two buttons: 'Next' (highlighted with a green box) and 'Cancel'.

Step 4 – Download Annual Report Form: This will take you to the screen to access a blank copy of the Preneed Seller Annual Report form. Download this form and fill in the requested information.

Iowa Renewals Reports and Applications - Annual Submission

State Instructions for Submission [?](#)
Additional Instructions for [REDACTED]

Submission Steps for [REDACTED] [?](#)

NAIC Company Code: [REDACTED] National Producer Number: [REDACTED]
Group Code: [REDACTED] State ID Number: [REDACTED]
FEIN: [REDACTED] State Of Domicile: [REDACTED]

Upload Form(s)
Use this section to attach state forms for state review of your submission. [?](#)

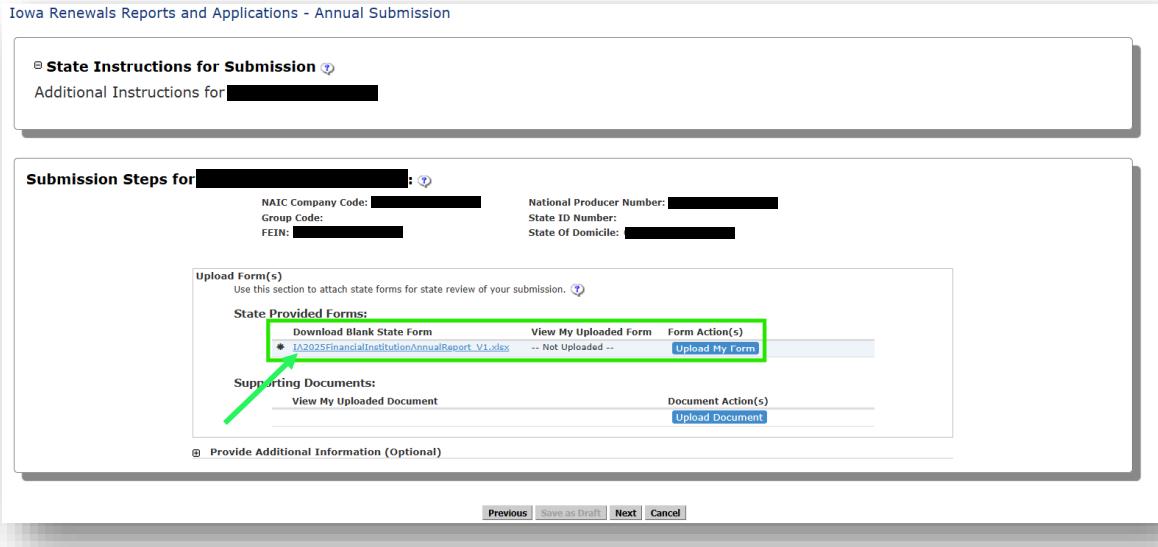
State Provided Forms:

Download Blank State Form [View My Uploaded Form](#) Form Action(s)
* IAS025FinancialInstitutionAnnualReport_V1.xlsx ... Not Uploaded [Upload My Form](#)

Supporting Documents:
[View My Uploaded Document](#) Document Action(s)
[Upload Document](#)

Provide Additional Information (Optional)

Previous Save as Draft Next Cancel



Step 5 – Upload the Annual Report Form: After filling out the Preneed Seller Annual Report form, save a copy to your computer, click the **Upload My Form** button to upload the form to OPTins, and click the **Next** button.

Iowa Renewals Reports and Applications - Annual Submission

State Instructions for Submission [?](#)
Additional Instructions for [REDACTED]

Submission Steps for [REDACTED] [?](#)

NAIC Company Code: [REDACTED] National Producer Number: [REDACTED]
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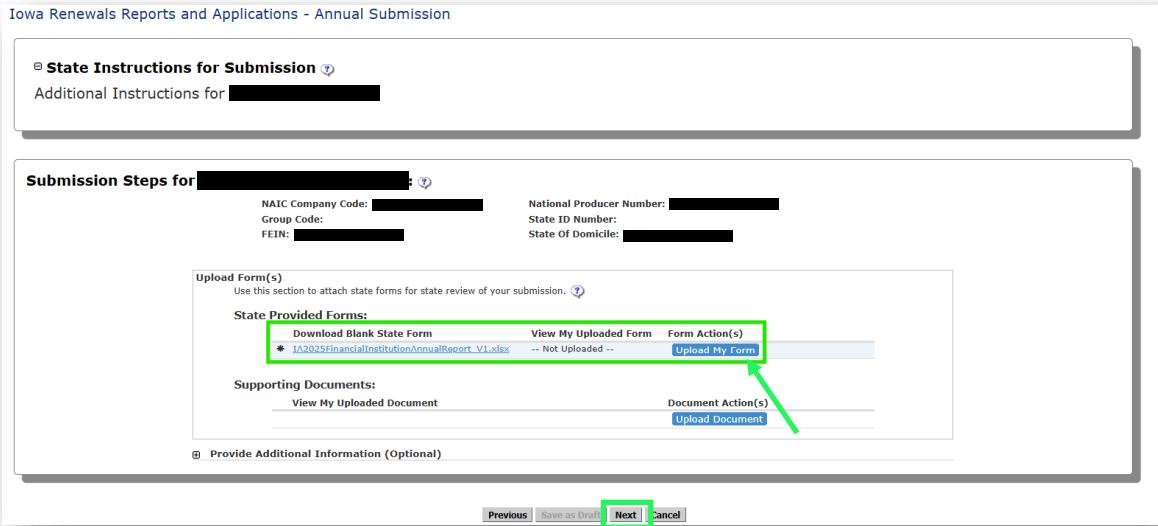
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Supporting Documents:
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Provide Additional Information (Optional)

Previous Save as Draft [Next](#) Cancel



Step 6 – Payment: This will take you to the payment page. At the time of filing the annual report, a preneed seller is required to pay \$20.00 in fees on each purchase agreement sold during the previous calendar year. OPTins charges a flat fee of \$17.50 per filing. Enter the payment information and click the **Submit** button to submit the annual report to the Iowa Insurance Division.

Enter Filing Payments

Payment Option: How would you like to pay?

I choose to initiate payment through my bank. (ACH Credit)
 With the account information I have on file at the NAIC. (ACH Debit)

NAIC Transaction Fee: \$

Total amount to be withdrawn from your bank account: \$

No State Payment Required:

Enter Filing Submission Date

Process Date:

Click Submit to have this filing submitted on the Process Date. Please note that full processing of the payment could take 2-5 business days. To avoid potential late filings and payments, please schedule accordingly. NAIC is not responsible for late filings and accompanying payments.

Questions

For technical questions related to the OPTins system:

OPTins Technical Support:

Email: optinshelp@naic.org
Phone: 816-783-8500

For questions related to the contents of the annual report:

Iowa Insurance Division

Email: riu@iid.iowa.gov
Phone: 515-654-6472