

# 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:

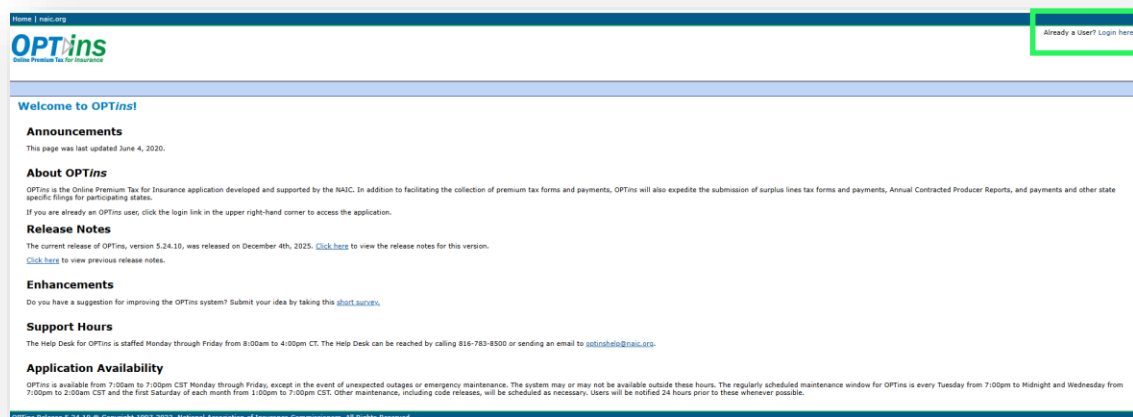
- Go to the [OPTins content page](#), scroll down to the Implementation Forms section, and select the **Standard Implementation Paperwork** to download the PDF.
- After completing the paperwork, add it as an attachment on a new email to the OPTins Marketing Team at [optinsmktg@naic.org](mailto:optinsmktg@naic.org).
- 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 web application interface. At the top, there's a navigation bar with 'Home | naic.org' and a user profile icon. Below the navigation bar, there's a 'Filings' tab selected. The main content area is titled 'Filings' and contains a 'Search Existing Filings' section on the left and a 'Search Results' section on the right. The 'Search Existing Filings' section has a search bar and a list of state accounts. The 'Search Results' section shows a table with columns: State, Entity Name, Entity ID Type, Entity ID Value, State ID Number, Filing Year, Period, Date Submitted, and Payment Amount. A message below the table states: 'No entity results found for the entered criteria. Please change criteria and search again.' A green box highlights the 'Create New Filing' button in the top right corner of the main content area.

**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 in the OPTins web application. The wizard is titled 'Create Filing' and contains several fields: 'Filing Year' (set to 2025), 'State' (set to Iowa), 'Type of Filing' (set to Renewals Reports and Applications), 'Filing Entity' (set to [redacted]), 'Entity Type' (set to [redacted]), 'Filing Period Type' (set to Annual), and 'Filing Period' (with a note: 'Click next to complete the annual filing.'). A green arrow points to the 'Entity Type' dropdown menu. A red warning message is displayed: '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](mailto:optinshelp@naic.org)'. At the bottom, there are 'Next' and 'Cancel' buttons. The 'Next' button is highlighted with a green box.

**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)
IA2025FinancialInstitutionAnnualReport_V1.xlsx	-- Not Uploaded --	<a href="#">Upload My Form</a>

**Supporting Documents:**

View My Uploaded Document	Document Action(s)
	<a href="#">Upload Document</a>

**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]  
Group Code: [REDACTED] State ID Number: [REDACTED]  
FEIN: [REDACTED] State Of Domicile: [REDACTED]

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**Supporting Documents:**

View My Uploaded Document	Document Action(s)
	<a href="#">Upload Document</a>

**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.

The screenshot shows two stacked form sections. The top section, titled "Enter Filing Payments", contains a "Payment Option:" label with a help icon, followed by the question "How would you like to pay?". There are two radio button options: "I choose to initiate payment through my bank. (ACH Credit)" and "With the account information I have on file at the NAIC. (ACH Debit)". Below these is a horizontal line, followed by a field for "NAIC Transaction Fee: \$" with the value "17.50" and a help icon. Another horizontal line is followed by a field for "Total amount to be withdrawn from your bank account: \$" with a blacked-out value. Below this is a checkbox labeled "No State Payment Required:". The bottom section, titled "Enter Filing Submission Date", contains a "Process Date:" label with a calendar icon and the date "01/05/2026". Below this is a paragraph of text: "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." At the bottom of the form are four buttons: "Previous", "Save as Draft", "Submit" (highlighted with a green box), and "Cancel".

## Questions

For technical questions related to the *OPTins* system:

***OPTins* Technical Support:**

Email: [optinshelp@naic.org](mailto: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](mailto:riu@iid.iowa.gov)

Phone: 515-654-6472