

Annual Report Filing Instructions for Financial Institutions

The Division requires the use of [OPTins](#) (Online Premium Tax for Insurance) for the submission of the financial institution 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.

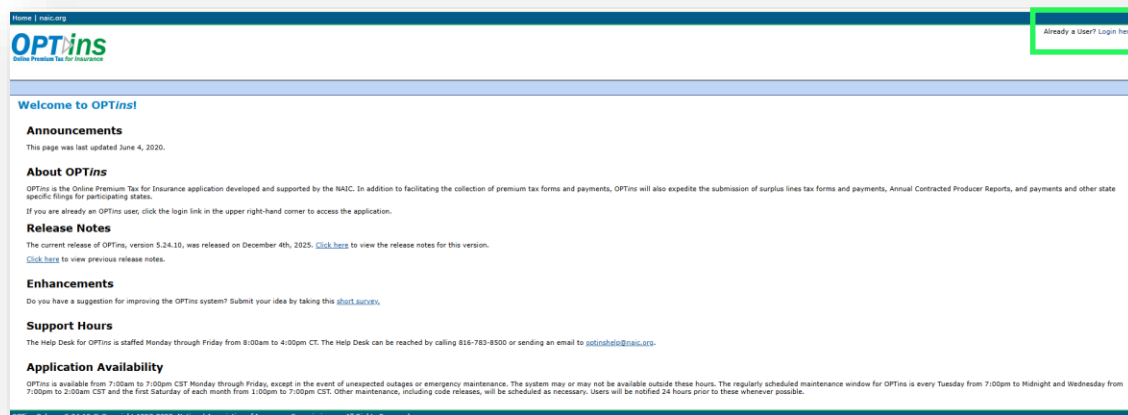
Registration

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](#).

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 dropdown menu set to '21stcentury'. Below the navigation bar, there's a 'Filings' section with a 'Create New Filing' button highlighted by a green rectangle. To the left of the button, there's a 'Search Existing Filings' section with a search bar and a list of state accounts. The search results section is empty, displaying a message: 'No entity results found for the entered criteria. Please change criteria and search again.'

Step 3 – Select Filing Type: This will take you to the filing wizard where you will select **Financial Institution** 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' (2025), 'State' (Iowa), 'Type of Filing' (Renewals Reports and Applications), 'Filing Entity' (Financial Institution), 'Entity Type' (Financial Institution), and 'Filing Period Type' (Annual). A green arrow points to the 'Entity Type' dropdown menu. At the bottom, there's a 'Next' button highlighted with a green box and a 'Cancel' button. A red warning message is displayed at the top right: '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'.

Step 4 – Download Annual Report Form: This will take you to the screen to access a blank copy of the Financial Institution 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 --	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 Financial Institution 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]

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 --	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 6 – Payment: This will take you to the payment page. *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: \$ 17.50 ?

Total amount to be withdrawn from your bank account: \$ [REDACTED]

No State Payment Required: ☐

Enter Filing Submission Date

? ?

Process Date: 01/05/2026 [Calendar Icon]

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.

Previous Save as Draft Submit Cancel

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