

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.

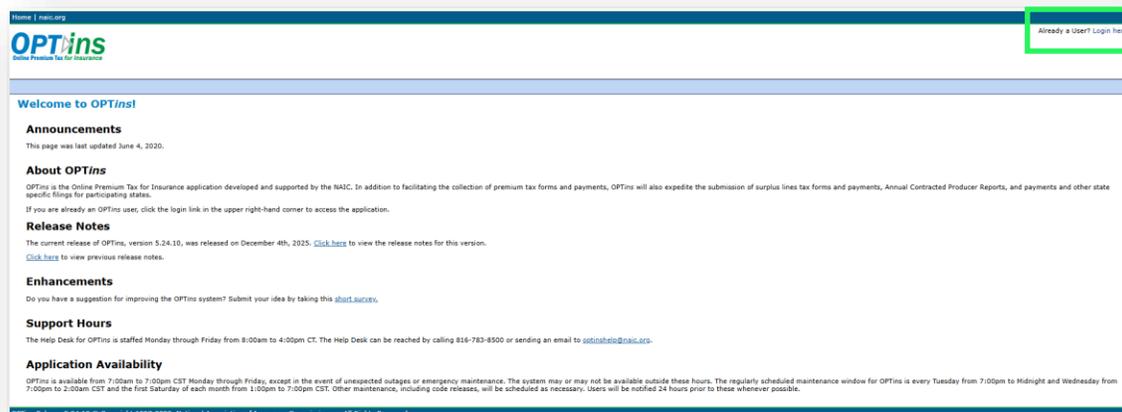
Registration

If you do not have an [OPTins](#) account:

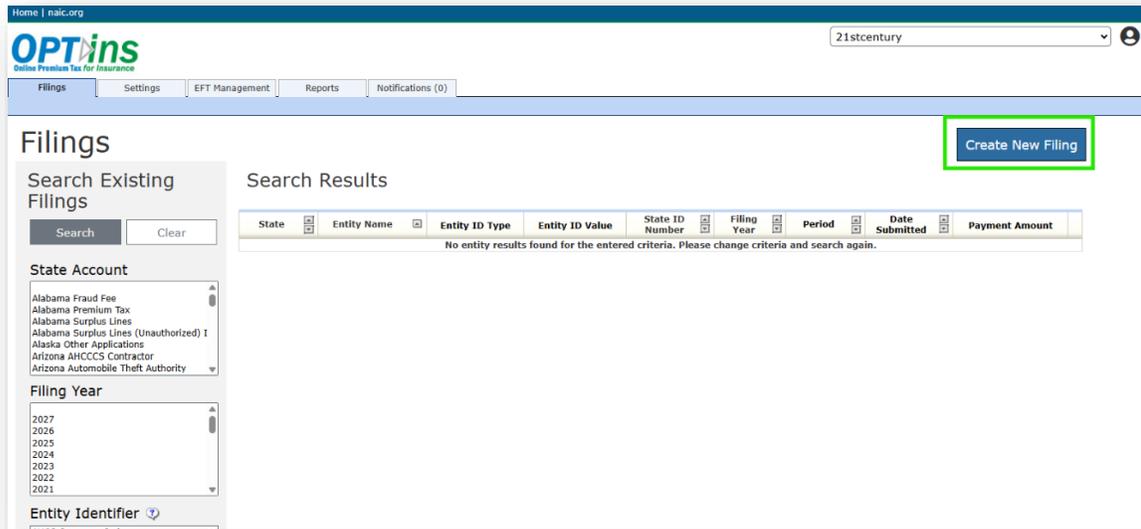
- Go to the [OPTins content page](#), scroll down to the Implementation Forms section, and select the **Standard Implementation Paperwork** to download the PDF.
- After completing the paperwork, add it as an attachment on a new email to the [OPTins Marketing Team](#) at optinsmktg@naic.org.
- If you 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](#).

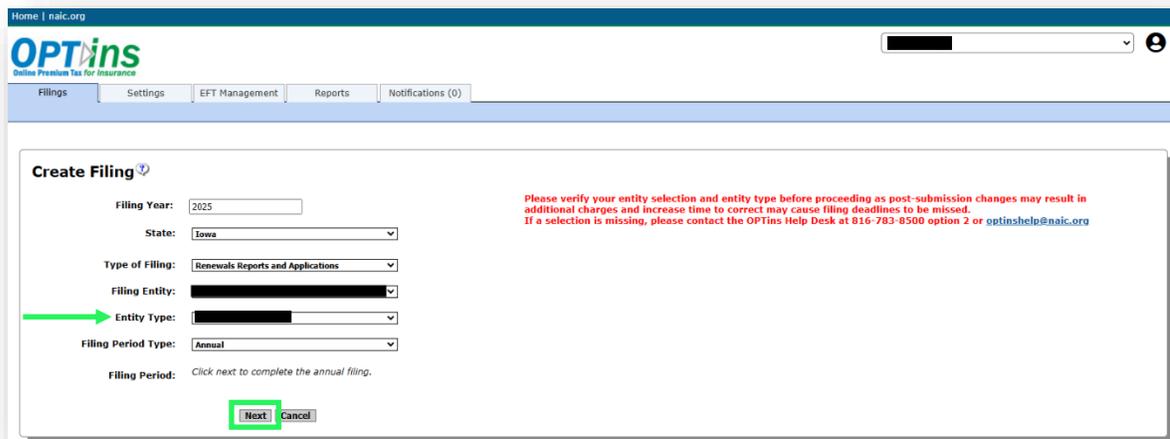
Step 1 - Login: After registering with [OPTins](#), go to [OPTins](#) and click on **Login here** to log into your account.



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



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:



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](#) [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]
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Supporting Documents:

[View My Uploaded Document](#) [Upload Document](#)

Provide Additional Information (Optional)

Previous Save as Draft Next Cancel

Step 6 – Payment: This will take you to the payment page. The state does not collect any fee for the annual report, so select the checkbox for **No State Payment Required**. However, **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