

Annual Report Filing Instructions for Insurance Companies

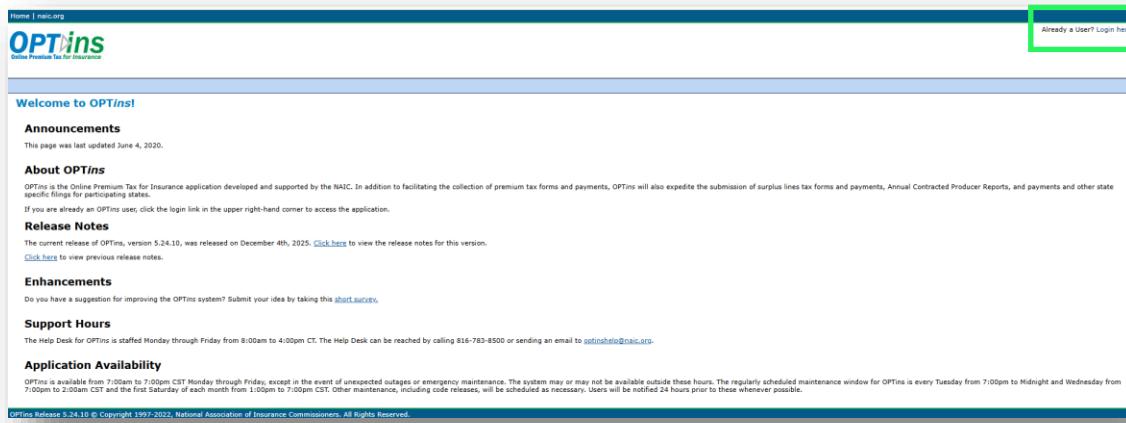
The Iowa Insurance Division requires the use of [OPTins](#) (Online Premium Tax for Insurance) for the submission of insurance company annual reports. OPTins is a secure Web application, using 128-bit SSL encryption, which facilitates the submission of premium tax, surplus lines, and other state-specific filings and payments to participating states.

If you do not have an OPTins account, contact the OPTins Marketing Team at optinsmktg@naic.org or call 816-783-8787 and leave a message. Setup of a new account may take 7-10 business days. If you already use OPTins, you do not need to contact OPTins Marketing.

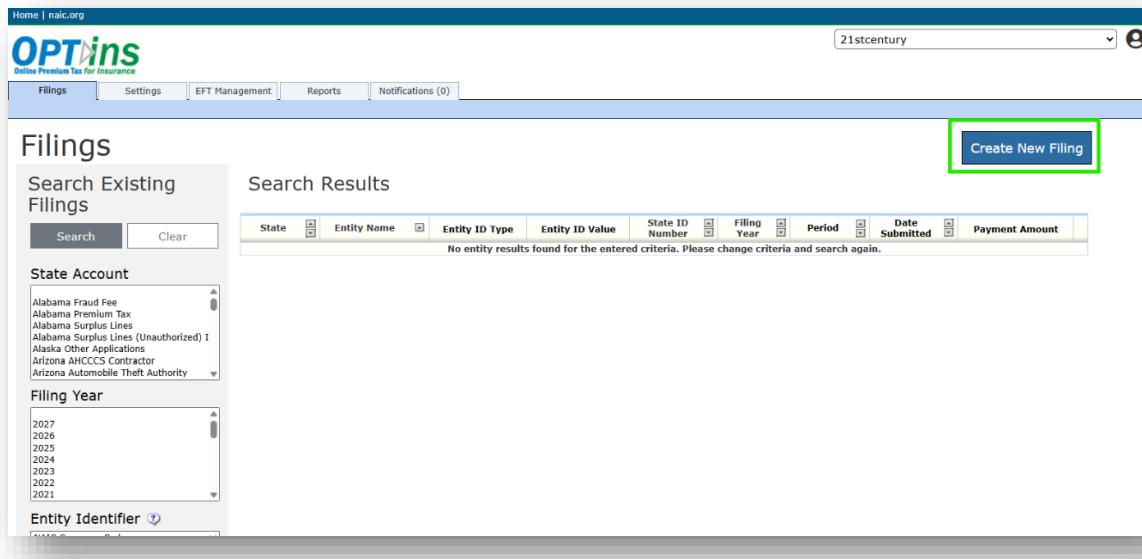
The following are step-by-step instructions for filing an insurance company annual report in [OPTins](#). For all technical questions regarding the OPTins system, please contact OPTins Product Assistance Help Desk at optinshelp@naic.org or call 816-783-8500.

For questions related to the contents of the annual report, please email riu@iid.iowa.gov or call 515-654-6472.

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

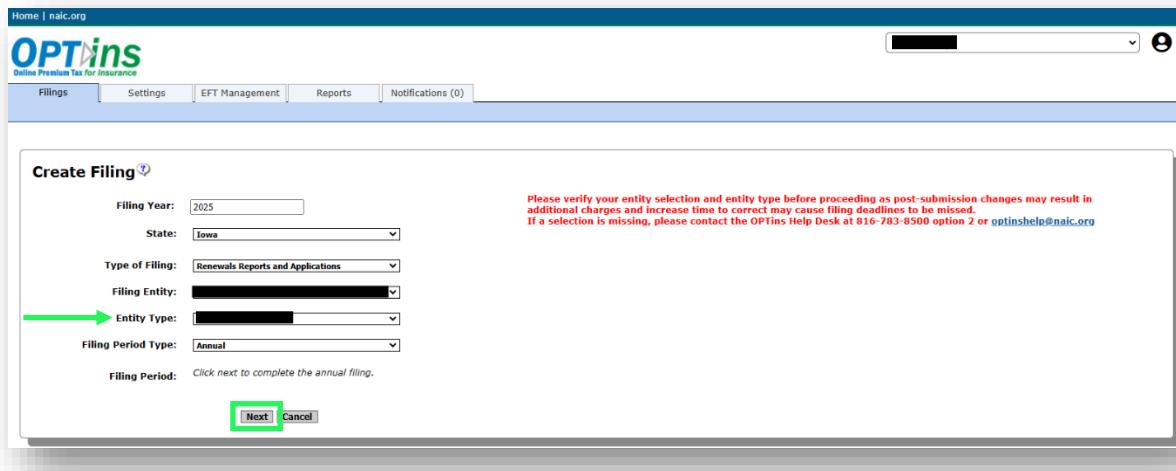


Step 2 - Create Filing: To create a new annual report filing, click the **Create New Filing** button.



The screenshot shows the OPTins Filings interface. At the top, there are tabs for 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 programs. A 'Filing Year' dropdown shows years from 2027 down to 2021. A 'Search Results' table header is present, and a message states 'No entity results found for the entered criteria. Please change criteria and search again.' A prominent blue button in the top right corner is labeled 'Create New Filing', which is highlighted with a green rectangular box.

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



The screenshot shows the 'Create Filing' wizard. The 'Filing Year' is set to 2025, 'State' is Iowa, 'Type of Filing' is 'Renewals Reports and Applications', 'Filing Entity' is a redacted box, and 'Entity Type' is a dropdown menu with a green arrow pointing to it. The 'Filing Period Type' is 'Annual'. A note at the bottom says 'Click next to complete the annual filing.' At the bottom are 'Next' and 'Cancel' buttons, with 'Next' highlighted with a green rectangular box.

Step 4 – Download Annual Report Form: This will take you to the screen to access a blank copy of the Insurance Company 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 Insurance Company 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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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 \$17.95 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.

[Previous](#) [Save as Draft](#) **Submit** [Cancel](#)