

Annual Report Filing Instructions for Insurance Companies

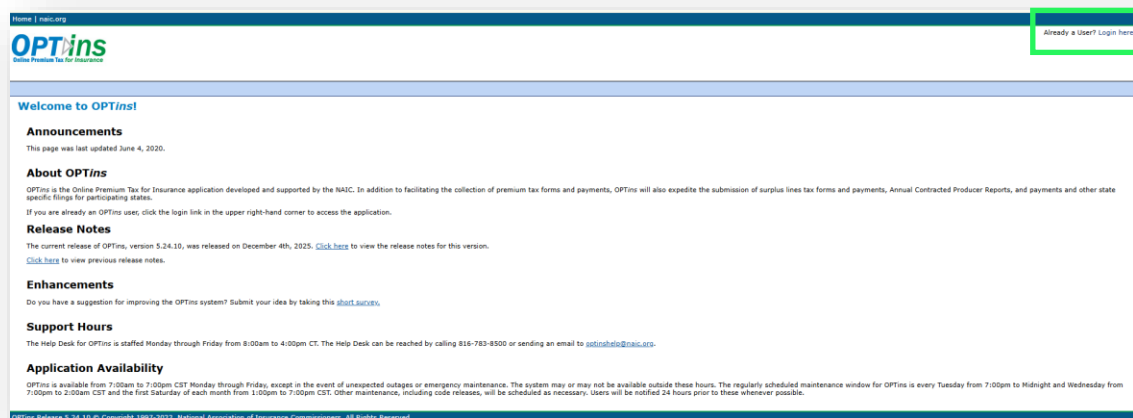
The Iowa Insurance Division requires the use of [OPTins](#) (Online Premium Tax for Insurance) for the submission of insurance company annual reports. OPTins is a secure Web application, using 128-bit SSL encryption, which facilitates the submission of premium tax, surplus lines, and other state-specific 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 web application interface. At the top, there's a navigation bar with 'Home | naic.org' and a dropdown menu set to '21st century'. 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, a 'Clear' button, and a list of state accounts including Alabama Fraud Fee, Alabama Premium Tax, Alabama Surplus Lines, Alaska Surplus Lines (Unauthorized), Alaska Other Applications, Arizona AHCCCS Contractor, and Arizona Automobile Theft Authority. Below this is a 'Filing Year' dropdown menu with years from 2021 to 2027. 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 'Filings' section.

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 in the OPTins web application. The wizard has several fields: 'Filing Year' (set to 2025), 'State' (set to Iowa), 'Type of Filing' (set to Renewals Reports and Applications), 'Filing Entity' (a dropdown menu), 'Entity Type' (a dropdown menu with a green arrow pointing to it), 'Filing Period Type' (set to Annual), and 'Filing Period' (a text field). A red warning message is displayed on the right side: '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 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 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)
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 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]
Group Code: [REDACTED] State ID Number: [REDACTED]
FEIN: [REDACTED] State Of Domicile: [REDACTED]

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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 \$17.95 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: \$

17.50

?

Total amount to be withdrawn from your bank account: \$

No State Payment Required:

☐

Enter Filing Submission Date

?

Process Date:

01/05/2026

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