

Annual Report Filing Instructions for Perpetual Care Cemeteries

The Division requires the use of [OPTins](#) (Online Premium Tax for Insurance) for the submission of the perpetual care cemetery 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

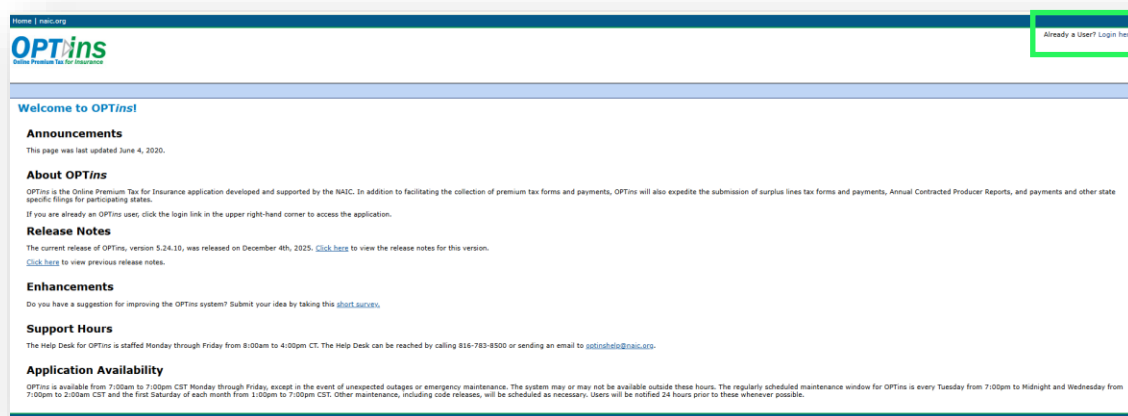
If you do not have an [OPTins](#) account, please visit the [OPTins content page](#) and scroll down to access the implementation paperwork. Select the **Standard Implementation Paperwork** and download the PDF. When you have completed the paperwork, add it as an attachment on a new email to the [OPTins Marketing Team](#) at optinsmktg@naic.org.

If you have questions about the form, 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 use [OPTins](#), you do not need to contact [OPTins Marketing](#); just enter your username and password at [OPTins User Login](#).

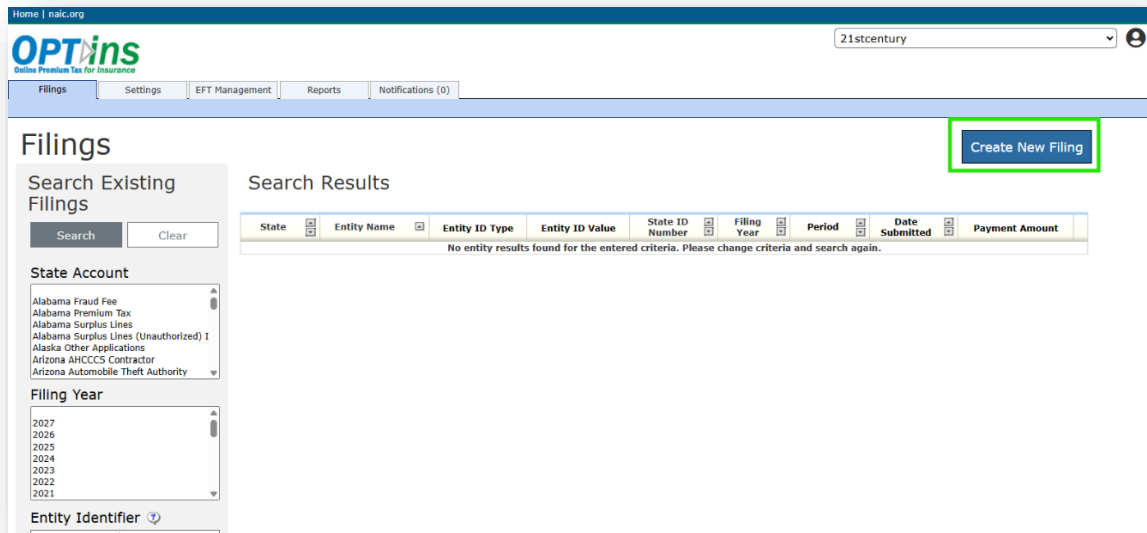
Filing

The following are step-by-step instructions for filing a perpetual care cemetery annual report in [OPTins](#).

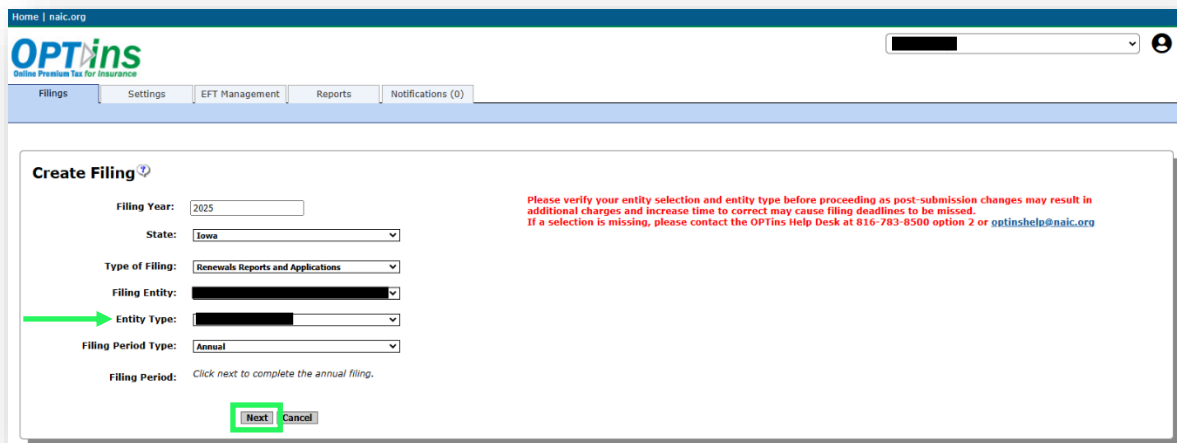
Step 1 - Login: After registering with [OPTins](#), go to [OPTins](#) and click on **Login here** to log into your account.



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



Step 3 – Select Filing Type: This will take you to the filing wizard where you will select **Perpetual Care Cemetery** 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 Perpetual Care Cemetery 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 Perpetual Care Cemetery Annual Report form, save a copy to your computer, click the **Upload My Form** button to upload the form to OPTins.

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 – Upload Supporting Documents: Click the **Upload Document** button and upload all financial documents that demonstrate the end-of-calendar-year balances for all perpetual care funds. Then click the **Next** button:

Step 6 – Payment: This will take you to the payment page. At the time of filing the annual report, a perpetual care cemetery is required to pay \$10.00 in fees for each certificate of interment rights issued 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.

Questions

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.