

# 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 which facilitates the submission of premium tax, surplus lines, and other state-specific filings and payments to participating states.

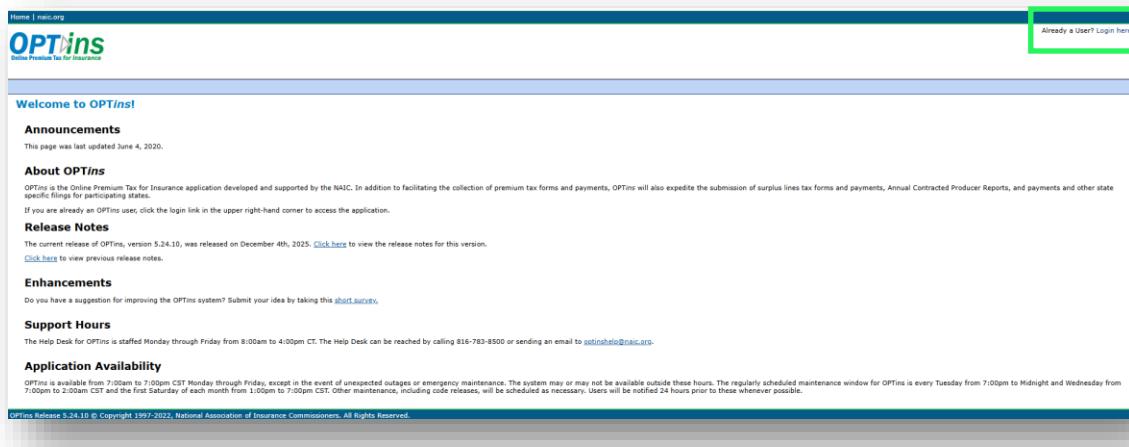
## Registration

If you do not have an OPTins account:

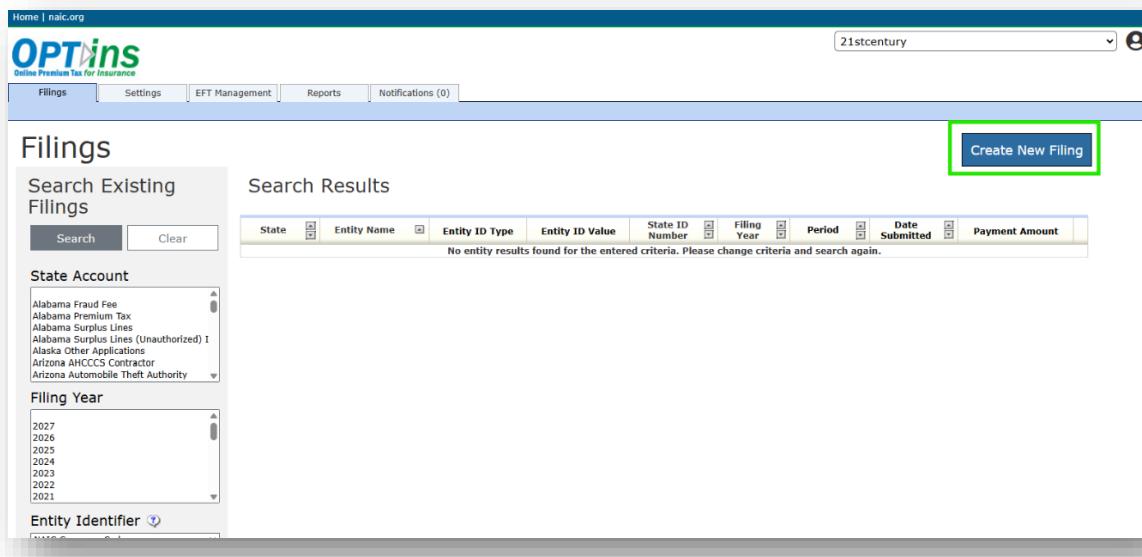
- Go to the [OPTins content page](#), scroll down to the Implementation Forms section, and select the **Standard Implementation Paperwork** to download the PDF.
- After completing the paperwork, add it as an attachment on a new email to the OPTins Marketing Team at [optinsmktg@naic.org](mailto:optinsmktg@naic.org).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

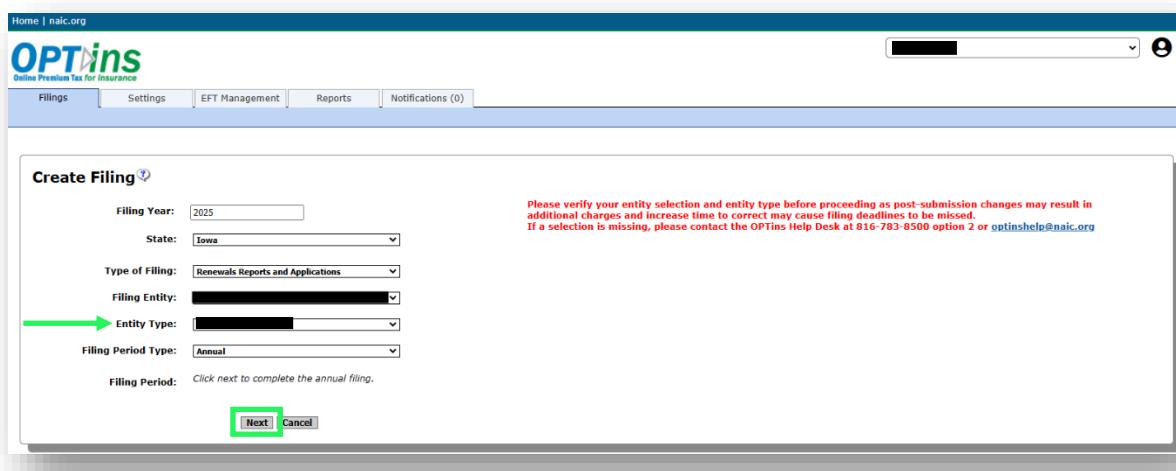


**Step 2 - Create Filing:** To create a new annual report filing, click the **Create New Filing** button.



The screenshot shows the OPTins Filings interface. At the top right, there is a button labeled "Create New Filing" with a green rectangular box drawn around it. The main area is titled "Filings" and contains a "Search Existing Filings" section with "Search" and "Clear" buttons. Below this are dropdown menus for "State Account" (listing various state applications like Alabama Fraud Fee, Alabama Premiums, etc.) and "Filing Year" (listing years from 2027 down to 2021). There is also a "Entity Identifier" dropdown. To the right of these dropdowns is a "Search Results" table with columns for State, Entity Name, Entity ID Type, Entity ID Value, State ID Number, Filing Year, Period, Date Submitted, and Payment Amount. A message at the top of the table says, "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 **Insurance Company** from the drop-down menu under **Entity Type**. Then click the **Next** button:



The screenshot shows the "Create Filing" wizard. The "Entity Type" dropdown is highlighted with a green arrow pointing to it. The wizard has several fields: "Filing Year" (2025), "State" (Iowa), "Type of Filing" (Renewals Reports and Applications), "Filing Entity" (a blacked-out box), and "Filing Period Type" (Annual). A note at the bottom says, "Click next to complete the annual filing." At the bottom are "Next" and "Cancel" buttons.

**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]  
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:

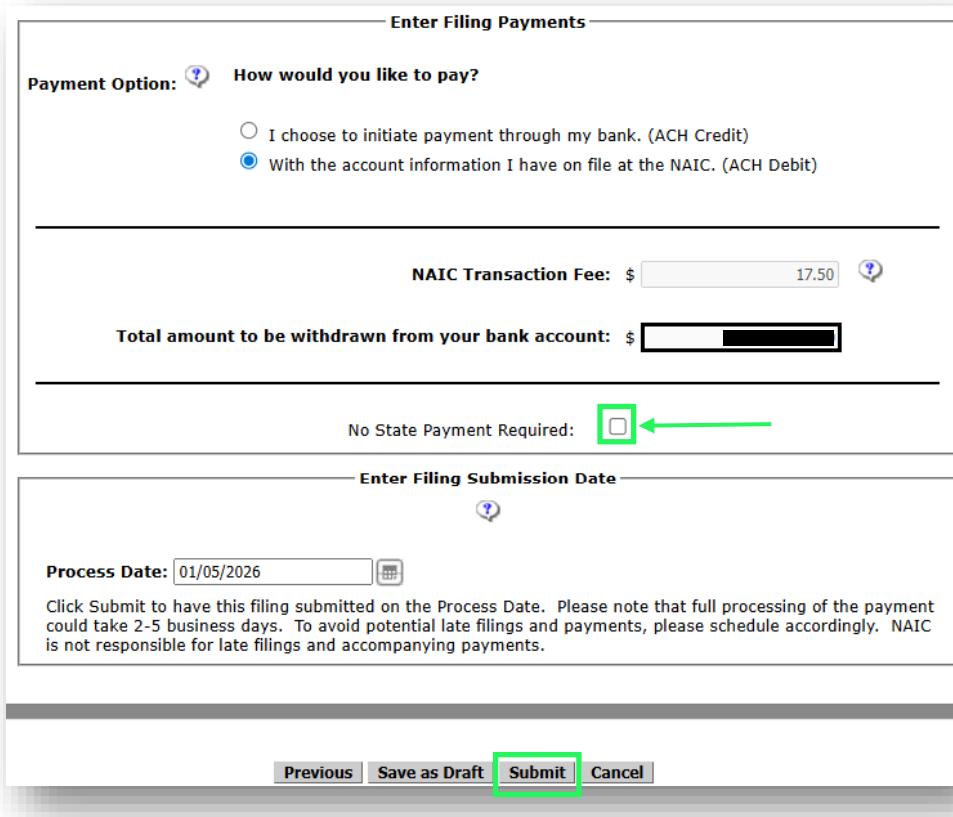
Download Blank State Form [View My Uploaded Form](#) Form Action(s)  
\* IAS025FinancialInstitutionAnnualReport\_V1.xlsx ... Not Uploaded [Upload My Form](#)

Supporting Documents:  
[View My Uploaded Document](#) Document Action(s)  
[Upload Document](#)

Provide Additional Information (Optional)

Previous Save as Draft Next Cancel

**Step 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.



The screenshot shows two stacked web pages. The top page is titled 'Enter Filing Payments'. It has a 'Payment Option' section with two radio buttons: 'I choose to initiate payment through my bank. (ACH Credit)' and 'With the account information I have on file at the NAIC. (ACH Debit)', with the second option selected. Below is a NAIC Transaction Fee field set to \$17.50. A 'Total amount to be withdrawn from your bank account:' field is partially visible. A 'No State Payment Required:' checkbox is present, with a green box and an arrow pointing to it. The bottom page is titled 'Enter Filing Submission Date'. It has a 'Process Date' field set to 01/05/2026. A note below says: '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.' At the bottom are 'Previous', 'Save as Draft', 'Submit' (highlighted with a green box), and 'Cancel' buttons.

## Questions

For technical questions related to the OPTins system:

### OPTins Technical Support:

Email: [optinshelp@naic.org](mailto: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](mailto:riu@iid.iowa.gov)  
Phone: 515-654-6472