

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.

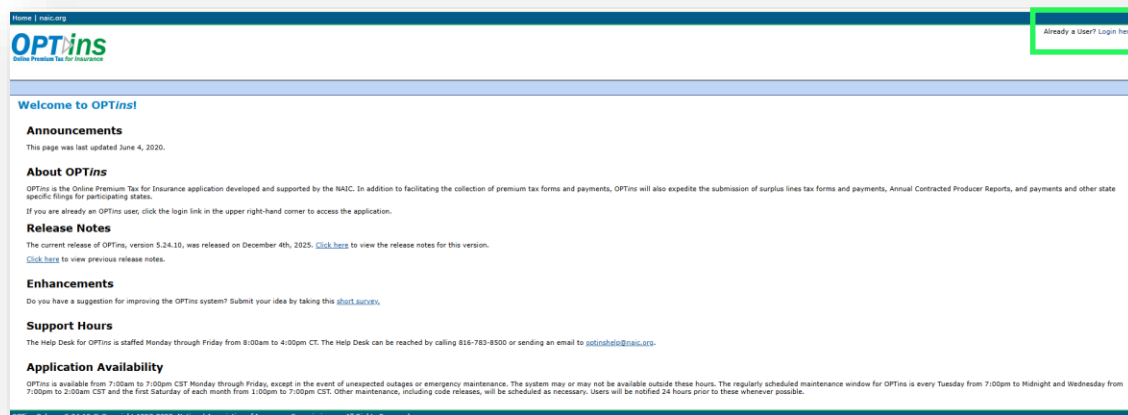
Registration

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.
- 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 web application interface. At the top, there's a navigation bar with 'Home | naic.org' and a dropdown menu set to '21stcentury'. Below the navigation bar, there's a 'Filings' section with a 'Create New Filing' button highlighted by a green box. To the left of the 'Create New Filing' button, there's a 'Search Existing Filings' section with a search bar and a list of state accounts. The search results section is empty, displaying a message: '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 in the OPTins web application. The wizard is titled 'Create Filing' and contains several fields: 'Filing Year' (2025), 'State' (Iowa), 'Type of Filing' (Renewals Reports and Applications), 'Filing Entity' (Insurance Company), 'Entity Type' (Insurance Company), and 'Filing Period Type' (Annual). A green arrow points to the 'Entity Type' dropdown menu. At the bottom, there's a 'Filing Period' section with a 'Click next to complete the annual filing.' message and a 'Next' button highlighted by a green box. A red warning message is displayed at the top right: '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'.

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]

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 – 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: \$ 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

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