



Revised 2/2018

**OKLAHOMA INSURANCE DEPARTMENT  
STATE OF OKLAHOMA**

Pursuant to Title 36 O.S. §1114 “*Each surplus line broker shall on or before the first day of April of each year file with the Insurance Commissioner a verified statement of all surplus lines insurance transacted by the broker during the preceding calendar year where Oklahoma is the state of the insured or there is a single-state risk in Oklahoma. The statement shall be on a form prescribed and furnished by the Insurance Commissioner and shall show:*

1. *Gross amount of each kind of insurance transacted,*
2. *Aggregate gross premiums charged,*
3. *Aggregate of return premiums paid to insureds,*
4. *Aggregate of net premiums, and*
5. *Such additional information as may reasonably be required by the Insurance Commissioner.*

**INSTRUCTIONS:**

1. All reports must be filed electronically through OPTins per Order No. 16-353-PRJ. Please contact OPTins at 816-783-8990 or at [www.optins.org](http://www.optins.org)
2. Each licensed surplus lines entity (Agency and Broker) is required to complete the Annual Report whether you do or do not have business to report for the prior year
3. Separate each report by license number (one for agency, one for broker)
4. Each report contains 2 forms:  
Page 1 Broker/Agency Annual Statement  
Page 2 Annual Surplus Tax Return
5. List same name & license number on both forms of the report. Either SL Broker Name & Number or SL Agency Name & Number.
6. Enter a total amount for each report submitted even if the amount is **\$0.00**

**Questions on information  
required on the forms contact:  
Oklahoma Insurance Department  
(405)521-6649**

**Questions on entering,  
amending or payments  
contact:  
OPTins Help Desk 816-783-  
8990**

**DO NOT SUBMIT A PAYMENT WITH THE SURPLUS LINES ANNUAL REPORT**