FAQ: SURPLUS LINES ANNUAL REPORTS:

Required for each licensed surplus lines entity, whether you do or do not have business for the prior year. Use same name & license number on both forms. Either broker name & license number or agency name & license number. **Must submit one report for each licensed entity such as broker and agency licensed as surplus lines.** **Must be postmarked by April 1.**

Broker/Agency Annual Statement (page 1)	Affidavit must be original and be notarized or may be submitted electronically through OPTins with an electronic signature	
Annual Surplus Tax Return (page 2)	Spreadsheet can be completed quarterly. 1st Quarter enter in March, 2nd Quarter enter in June, 3rd Quarter enter in September, 4th Quarter enter in December	
REQUIRED FIELD	**Gross Amount of Premium:**	Premium with Fees included
REQUIRED FIELD	**Aggregate Gross Premium Charged:**	Premium with Fees included (same as column 1)
	Aggregate Return of Premium:	Gross Credits or Premium returned such as cancelled policies
REQUIRED FIELD	**Aggregate Net Premium:**	Total Debits minus total credits (column 2 minus column 3)
REQUIRED FIELD	**Totals**	

For any questions for the required information above you can contact the Melanie Paxton at Oklahoma Insurance Department at (405)521-6649 or Melanie.Paxton@oid.ok.gov .

For any questions for submitting the reports electronically please contact OPTins at (816)783-8990.

REVISED 4/2016