FAQ: SURPLUS LINES ANNUAL REPORTS:

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.**

Broker/Agency Annual Statement (page 1)	Affidavit must be original and be notarized or may be submitted electronically through OPTins	
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	
	Gross Amount of Premium:	Gross Premium with Fees included
	Aggregate Gross Premium Charged:	Gross Premium with Fees included (same as column 1)
	Aggregate Return of Premium:	Gross Credits or Premium returned such as cancelled policies
	Aggregate Net Premium:	Total Debits minus total credits (column 2 minus column 3)

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 10/2014