

# FARM MUTUAL INSURANCE COMPANIES

## Indiana Instructions for 2024 Annual Statement Filing

**Please Note:**

The Indiana Department of Insurance has partnered with the National Association of Insurance Commissioners (NAIC) in the use of OPTins, an online premium tax filing system. OPTins offers insurance companies the ability to submit their quarterly and annual premium tax filings, annual renewal fees and payments electronically.

Companies are encouraged to make such filings by utilizing OPTins. It is requested that if companies use OPTins for making such filings that all future filings be submitted through OPTins.

1. All Annual Statement filings will need to be uploaded via the Document Submission Portal. IDOI no longer requires hardcopy filings to be submitted. To gain access to the Document Submission Portal, you will need to enter the company's NAIC ID and eight-digit numerical PIN that the IDOI assigned to your company. If you do not know your PIN, you will need to enter NAIC ID before clicking on the "Need PIN?" link on the initial portal page. You will be provided with the Company's PIN Contact. If the PIN Contact has changed or needs established, please send a request for PIN to the Financial Services main email reflected in the notes below.

All filings that are required to be filed with our office will be reflected on the company's record in the Document Submission Portal. Filings that are visible with no upload option will need to be sent via email to the Financial Services main email address reflected in notes below

Filings that are amended or have inadvertently been uploaded to the incorrect filing a request will need to be sent to the Financial Services email to request the filing record be reset to pending. IDOI can only remove incorrect filings from the record. If submitting an amended filing, please ensure to name the file accordingly so IDOI can identify the most current filing.

**Filings will not be generated and available for upload until mid-January.**

2. Changes to the 2022 Annual Statement as the result of correspondence with this Department, or due to the requirements of other Insurance Departments of which this Department has been notified, should be taken into consideration when preparing the 2023 Annual Statement.
3. Changes resulting from a Department Examination must be reflected in this Statement.

<b>FILING INSTRUCTIONS</b>	
Blank forms:	Blank Forms at <a href="https://www.in.gov/doi/companyentity-financial-compliance/annual-and-quarterly-statement-filing-instructions-and-forms/farm-mutuals/">https://www.in.gov/doi/companyentity-financial-compliance/annual-and-quarterly-statement-filing-instructions-and-forms/farm-mutuals/</a>
Required Filings Contact Person:	Financial Services at: <a href="mailto:fnclsvcs@idoi.in.gov">fnclsvcs@idoi.in.gov</a>
Company Document Submission Portal (except for Indiana Fee and Retaliatory Fee Statement and Premium Tax Filings):	Link to portal is located on the following page under the Filings section <a href="https://www.in.gov/doi/companyentity-financial-compliance/">https://www.in.gov/doi/companyentity-financial-compliance/</a>
Electronic submission of Indiana Fee & Retaliatory Fee Statement  Due: 3/1	Bulletin 264 has been issued mandating electronic filing of the Indiana Fee and Retaliatory Fee Statements through OPTins at <a href="http://www.optins.org/getting_started.htm">http://www.optins.org/getting_started.htm</a> .
Electronic submission of Premium Tax Filings and Payments: Annual due: 3/1 Quarterly due: 4/15, 6/15, 9/15, 12/15	Bulletin 264 has been issued mandating electronic filing of the quarterly estimated and annual tax filings through OPTins at <a href="http://www.optins.org/getting_started.htm">http://www.optins.org/getting_started.htm</a>
Premium Tax Election:	IC 27-5.1-2-8 was modified during the 2006 legislative session to include IC 27-1-18-2, which allows a farm mutual to elect to pay premium tax. Notice of election must be filed on or before 11/30 each year with the Insurance Commissioner and the Commissioner of the Department of Revenue. In this notice the farm mutual must state it elects to pay premium tax rather than corporate tax; this notice refers to 1/1 of the following year. If a notice is not received by 11/30, the farm mutual will automatically have to pay corporate tax. The election notice needs to be sent to Debra Graves at the Financial Services mailing address above.
Premium Tax Penalties:	The penalty for non-filing is \$100 per day. The interest penalty for late filing is 1% of the payment due for each month or part of a month. (Penalty based on received date not postmark date)

Modifications and/or changes:	Changes: New Cybersecurity Annual Certification of Compliance Contact Jerry Ehlers, <a href="mailto:jehlers@idoi.in.gov">jehlers@idoi.in.gov</a> with questions regarding this filing.
Original Signatures:	Electronic signature which complies with the electronic transaction act (IETA) <b>(IC 26-2-8-108)</b> . Electronic signatures from commercially available software, such as DocuSign or Esign, are acceptable. “Check the Box” signatures or “Rubber Stamp” signatures Do Not Comply. <b>Please ensure the signed jurat page of annual statement is included when uploading</b>
Signature/Notarization/Certification:	Electronic signature which complies with the electronic transaction act (IETA) <b>(IC 26-2-8-108)</b> . Electronic signatures from commercially available software, such as DocuSign or Esign, are acceptable. “Check the Box” signatures or “Rubber Stamp” signatures Do Not Comply. <b>Please ensure the signed jurat page of annual statement is included when uploading</b>
Late Filings:	Annual Statement: Per IC 27-1-20-21.2, a \$500 late fee may be assessed if the annual statement is not received in our office on or before March 1 (postmark date accepted).

Required filings for Indiana	Number of Copies	Due Dates
Annual Statement <b>(Once completed converted to PDF format for upload)</b>	EO	3/1
Cybersecurity Annual Certification of Compliance	EO	4/15
Statement Filing Fees (Indiana Fee & Retaliatory Fee Statement)	EO	3/1
Premium Tax – only if election notice filed	EO	3/1, 4/15, 6/15,9/15,12/15
Income – Increase in Ledger Assets, page 2 from annual statement (to be filed with premium tax form, if elected)	EO	3/1