



**DEPARTMENT OF INSURANCE
STATE OF ARIZONA**

Financial Affairs Division- Tax Unit
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**OPTins ELECTRONIC FILING AND
PAYMENTS
FOR ARIZONA SURPLUS LINES TAX**

You can no longer pay taxes by ACH credit.

You can electronically file tax reports and pay taxes using the NAIC OPTins system

For information about OPTins:

- Visit the NAIC Web site at https://external-apps.naic.org/optins_static/index.html
- View the Industry Tutorial or download the Industry User Manual found on <https://eapps.naic.org/optins-static/implementation.html>
- Contact the OPTins Help Desk at optinshelp@naic.org or (816) 783-8990

Note: To use OPTins, you must establish an account and electronic funds transfer protocol with the NAIC, which can take up to two weeks.

You must remit payments via OPTins TWO BUSINESS DAYS PRIOR TO THE DUE DATE so that funds are received by us on the due date.

DO NOT pay stamping fees via OPTins. You must separately pay stamping fees directly to the Surplus Lines Association of Arizona.

TO ELECTRONICALLY FILE TAX REPORTS AND PAY TAX VIA OPTins:

1. Report all transactions for the semi-annual period to the Surplus Lines Association of Arizona.
 - a. Go to www.sla-az.org
 - b. Log in with your user name and password. If you are not registered, click on the Register button.

NOTE: Registration may take more than one business day to allow you to enter transactions.

- c. Enter the required information for each transaction.
2. After all transactions are reported for the semi-annual period, produce and SAVE a Transaction Detail (By Effective Date) report.
 - a. Reconcile its contents with your records.
 - b. If you have any questions about this report or if you need to make corrections to your filing records, call the Association for assistance at (602) 279-6344.
 3. When you are satisfied with the content of your Transaction Detail (By Effective Date) report, produce and SAVE your Semi-Annual Statement and Tax Report.
 4. PRINT your Semi-Annual Statement and Tax Report to have it SIGNED and NOTARIZED.
 5. SCAN your SIGNED Semi-Annual Statement and Tax Report.
 6. Log in to the OPTins system.
 - a. ATTACH your SIGNED/NOTARIZED Tax Report AND the corresponding Transaction Detail (By Effective Date) report to your OPTins filing.
 - b. Remit your payment. See instructions posted on OPTins for assistance.

TO FILE AMENDED TAX REPORTS VIA OPTins:

If you report NEW or RENEWAL transactions LATE to the Surplus Lines Association of Arizona, you MUST file an Amended Tax Report. TO FILE AN AMENDMENT, take the following steps:

1. Complete step 1 above for all transactions being reported LATE.

2. Complete steps 2, 3 and 4 above for EACH semi-annual period in which the EFFECTIVE dates of any NEW or RENEWAL transactions reported LATE fell.

Example: On 4/1/09 you report a NEW policy with Effective Date 6/1/08 and a RENEWAL policy with Effective Date 11/1/08. You must print reports for BOTH semi-annual periods of 2008 and file Amended tax reports for BOTH periods.

3. On the NEW Transaction Detail (By Effective Date) Report, HIGHLIGHT or SHADE the transactions you have just reported (i.e., were not in previous report you filed with us).

4. Follow the Instructions in FORM E-SL.AMEND. Call (602) 364-3246 if you need assistance.

- a. SAVE your completed E-SL.AMEND report.
- b. PRINT it, have it SIGNED and NOTARIZED.
- c. SCAN the SIGNED report.

5. ATTACH all of the following to your OPTins filing:

- a. Scanned copy of the original OR last Amended tax report you filed with us, and the Transaction Detail (By Effective Date) you filed with that report.
- b. Scanned copy of the NEW tax report produced from Step 2, and the Transaction Detail (By Effective Date) for this new report. (Per step 3, transactions reported late should be highlighted or shaded)
- c. Scanned copy of your SIGNED/NOTARIZED Form E-SL.AMEND.

CLAIM FOR REFUND FORM E-173SLB:

When your original or Amended tax report shows a **negative tax amount** (i.e., refund) due, you **MUST** also file Form E-173SLB. Follow the instructions in the form for any additional documents that you may be required to attach to the OPTins filing record.

Call the TAX UNIT at (602) 364-3246 for assistance.