IA 24 (Rev. 01/03)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF INSURANCE AND SECURITIES REGULATION

INSURANCE BUREAU
810 First St., N.E., Suite 701
Washington, D.C. 20002

INSURANCE TAX FILING INSTRUCTIONS

1. **All licensed insurance companies, including reinsurance companies, and registered risk retention groups** must file the **INSURANCE TAX RETURN** even if there were no direct written D.C. premiums during the calendar year. Other insurers, including risk purchasing groups, must file the Insurance Tax Return if any premiums were received during the calendar year from the District of Columbia. Foreign and Alien insurers must also complete PART II of the **INSURANCE TAX RETURN.** ***Please do not include fees or assessments in the retaliatory tax computation.***

2. **Gross Premiums, Qualified Premiums and Deductions that do not agree with amounts included in the annual statement must be explained separately.**

3. **The following documents are required to be filed with the D.C. premium tax return:**
   - Reduced copy **(8 ½ x 11)** of **Page 15** (Exhibit of Premiums and Losses for Fire and Casualty companies.)
   - Reduced copy **(8 ½ x 11)** of **Page 29** (Direct Business in the District of Columbia for Life, Accident & Health companies.)
   - Reduced copy **(8 ½ x 11)** of **Schedule T**.
   - Companies taking a **premium tax credit on Line 13** of the tax return **must** file the **2001 D.C. L&H Guaranty Fund Assessment Invoice** or the **2001 "Certificate of Contribution,"** along with the completed L&H Guaranty Fund Assessment Class B Assessment Recovery form. **Failure to do so will result in the company's tax return being rejected.**

4. Pursuant to D.C. Official Code § 31-5410, L&H Guaranty Fund premium tax credits are granted for **Class B** assessments only, **beginning one year after the year for which the assessment is made.** Any premium tax credits taken for **Class A** assessments will be rejected.

5. **Beginning in tax year 2003, the District of Columbia will discontinue granting L&H Guaranty Fund premium tax credits for annuity considerations.** The D.C. Life and Health Guaranty Association (Guaranty Fund) should notify companies about this change with the 2002 assessment invoice and certificate of contribution. The Guaranty Fund will modify its formula for calculating the **"amount that can be amortized"** to exclude assessments for annuity considerations.

6. Premium tax returns should be submitted on the forms provided by the Department of Insurance and Securities Regulation. However, computer generated exact replicas of the forms are acceptable.

7. If the premium tax return indicates an overpayment, please state by checking the appropriate box whether you want the amount refunded or applied toward payment of future installments. **Also, please note that refund checks may not be processed before the June 1 installment payment is due. Therefore, where feasible, it is recommended that overpayments be applied toward future installments.** If no box is checked, the overpayment will automatically be applied to future payments.

SEE THE FOLLOWING PAGE FOR MAILING ADDRESS – PLEASE USE THAT MAILING ADDRESS ONLY

8. An **INSTALLMENT REPORTING STATEMENT** should be filed with the installment payment. **If the total tax liability for the previous March 1 is less than $1,000, the installment reporting statement should not be filed the following June.**

9. Companies are expected to file the **INSURANCE TAX RETURN** on a timely basis without any further notification from the Department of Insurance and Securities Regulation. A penalty of eight percent per month will be imposed until the appropriate tax is paid.

10. The completed **INSURANCE TAX RETURN** together with the appropriate checks, made payable to the **D.C. Treasurer**, must be remitted to the **D.C. Treasurer, Insurance Bureau, P.O. Box 92180, Washington, D.C. 20090-2180**.

11. If you have any questions regarding the use of the premium tax forms or any other matters concerning insurance taxes, you are requested to direct them to the Insurance Tax Unit, telephone (202) 442-7772 or (202) 727-8000. **E-Mail: alvin.james@dc.gov**

The following mailing instructions must be strictly observed.

Failure to do so may result in your company's checks being lost, or payments not being credited in a timely manner. In addition, the premium tax form should be submitted on double-sided paper.

MAILING INSTRUCTIONS

Checks should be made payable to the **D.C. Treasurer.**

Please mail all premium tax checks and tax documents to the following (LOCKBOX) address only:

D.C. TREASURER
INSURANCE BUREAU
P.O. BOX 92180
WASHINGTON, D.C. 20090-2180