



**MONTHLY/ANNUAL SURPLUS LINE PREMIUM TAX FILING INSTRUCTIONS**

The only way you will be able to file your premium taxes is by logging onto the Colorado Surplus Lines tax system at <https://www.dora.state.co.us/pls/real/slt.logon>. Colorado no longer accepts paper filings.

**TO FILE YOUR MONTHLY FILINGS ONLINE, PLEASE BEGIN READING HERE:**

You will need to file your monthly statements for every month of the year before you can file your Annual Statement. The monthly filings are due the 15<sup>th</sup> of the following month.

If you have zero business for a given month, you are still required to file a monthly filing. To file a zero report for a given month: On the "Broker Home Page" click on the Month for which you are filing. Then click on "Submit Monthly Report", read the Affidavit, click on the box to approve the Affidavit, click on "Approve and File", and click on "Finished". Your filing will now show on the "Broker Home Page".

If you need to file policies for a given month: On the "Broker Home Page" click on the "Month" for which you are filing. Then click on "Add Insured". Complete the information in the "Add New Insured" box and click on "Save and Continue". When you are finished adding policies for the month, please click on "Submit Monthly Report", read and approve the Affidavit and click on "Finished".

**FOR A LIST OF AUTHORIZED SURPLUS LINE INSURERS:**

When you are filing policies, you will need a list of Authorized Surplus Line Insurers. You can find this list by going to: <http://www.colorado.gov/cs/Satellite?c=Page&childpagename=DORA-DI%2FDORALayout&cid=1251623034100&pagename=CBONWrapper>. Scroll down and click on Colorado Authorized Surplus Line Insurers. This list is always up to date.

**TO FILE YOUR ANNUAL STATEMENT ONLINE, PLEASE BEGIN READING HERE:**

**Please note: You will not be able to file an Annual Statement for a year until the first working day in January of the following year. Also, all monthly filings for the year must be filed before you can file the Annual Statement.** The Annual Statement as well as any premium tax due is to be received by the Division of Insurance on or before March 1<sup>st</sup> for all surplus line insurance transacted during the preceding calendar year. **Please make sure all policies are reported (including endorsement/cancellation credits) for the year before filing your Annual Statement.**

**It is important for you to complete this step to avoid overpayment on your account. To review payments you have already made for a particular year, click on Reports on the Broker Home Page, then click on Payment Summary. All payments you have made and the "Received" dates are listed on this report. If you have made payments against the year for which you are filing the annual statement, you will need to deduct the total of the payments made from the balance due on your Annual Statement.**

To file your Annual Statement, please click on the year you wish to file on the "Broker Home Page" and proceed through each step. If you owe premium taxes, you will be asked to provide a check number. If you stop at this point because you do not know the check number, your Annual Statement will show as Unfiled & Unpaid. Instead, you can put "TBD" (to be determined) in the check number slot and manually write in the check number when you mail the check with the Annual Statement coupon. **Please do not pay for multiple license numbers on one check.** Each license number requires a separate check(s). A check paying multiple license numbers will be returned for separate checks. Your payment is not counted as received until the day it is

received/deposited by our lockbox. If you have been making payments with the payment coupon, please make sure the Amount Enclosed on the Annual Statement equals the check amount(s) you are mailing. If you have previously paid in full and are just filing your Annual Statement, please select "Zero Balance Due". (You do not need to send in an Annual Statement coupon.) Please proceed through the Annual Statement steps until you have clicked "FINISHED" to make sure your Annual Statement is filed.

**WHERE TO MAIL YOUR ANNUAL STATEMENT:**

If you have a zero balance due, you are required to file your annual statement online. However, you do not need to mail the statement. Your online filing is sufficient.

Please mail your payment and Annual Statement to the mailing address/overnight address provided on the Annual Statement you print. If you choose to mail it to our office instead, the received posting of your Annual Statement will be delayed as we will forward it to the lock box. The received date you will see is the date the lockbox receives/deposits your Annual Statement.

Once your Annual Statement is filed, please review your Broker Home Page Annual Statement and Payments. Please make sure the Annual Statement line reflects "Submitted" for Statement Status.

**IF YOUR SURPLUS LINES LICENSE CANCELLED OR EXPIRED AND IS NO LONGER IN EFFECT, PLEASE READ THE PARAGRAPH BELOW:**

If your license expired, please file monthly reports through your license inactive date and pay any premium tax due. Please make sure all credit endorsements and cancellations are filed. To print a payment coupon, click on "Statements" on the Broker Home Page, then "Make Payment". Make sure the correct year is showing, enter the payment amount and method of payment and continue through the steps until you have clicked on "Finished". Please send an email to [dora\\_coloradoinsurancesurpluslinestax@state.co.us](mailto:dora_coloradoinsurancesurpluslinestax@state.co.us) to notify us the date your license became inactive and your filings and payments are complete so we can deactivate your account.

**IF YOU NEED TO AMEND A PREVIOUSLY FILED ANNUAL STATEMENT:**

Please contact us at [dora\\_coloradoinsurancesurpluslinestax@state.co.us](mailto:dora_coloradoinsurancesurpluslinestax@state.co.us) to tell us what kind of correction you need to make so we can reset your account. We will send an email notification when we have reset your account and you will be able to make corrections to the monthly statement. You will then need to re-file the monthly statement and the annual statement. We ask that you make any credit endorsements or cancellations in the current year instead of amending an annual report that has already been filed.

**IF YOU REALIZE YOU OWE DELINQUENT PREMIUM TAX FOR A PREVIOUS YEAR:**

PLEASE CONTACT US AT [dora\\_coloradoinsurancesurpluslinestax@state.co.us](mailto:dora_coloradoinsurancesurpluslinestax@state.co.us) or at the contact information below so we can help you. Once we have received payment for the delinquent tax, we will mail you an Invoice for the Interest Penalty. Please do not try to calculate the Interest Penalty.

**TO UPDATE YOUR CONTACT INFORMATION:**

For future address, email address and phone number changes, please go to "My Account" (on the top left side of the "Broker Home Page" and choose "Update Personal Info". Please review your information and update it accordingly. Please keep this information up to date so we will be able to get in touch with you when a need arises. Also, make sure you register your changes with Sircon by logging into <http://www.sircon.com/resource/layout.jsp?page=coloradoLps&type=colorado> and selecting "Update your name or address" or "Update your email address".