

**ALASKA DIVISION OF INSURANCE  
INSTRUCTIONS FOR FILING FINANCIAL STATEMENT AND PREMIUM TAX REPORT  
AUTOMOBILE SERVICE CORPORATION**

**Annual Statement Address**

Alaska Division of Insurance  
550 West 7th Ave. Suite 1560  
Anchorage, AK 99501-3567

**Premium Tax Report Address**

<u>First Class Delivery</u>	<u>Express Delivery</u>
Alaska Division of Insurance	
PO Box 110805	333 Willoughby Avenue, 9th Floor
Juneau, AK 99811	Juneau, AK 99801

- A. A financial statement showing the automobile service corporation's financial condition, transactions, and affairs for the preceding calendar year must be postmarked no later than March 1, 2016 to the Anchorage address, or per Alaska Statute (AS) 21.09.200(e) the corporation shall pay to the Division of Insurance \$100 for each day the corporation fails to file and may be suspended from entering into new obligations or issuing new policies of insurance in Alaska. This financial statement must include a verification attached. As an example:

I, \_\_\_\_\_ (printed name), \_\_\_\_\_ (title), and I, \_\_\_\_\_ (printed name), \_\_\_\_\_ (title), hereby certify that the attached Financial Statements have been prepared on a GAAP basis and are true and correct statements of the assets and liabilities and of the condition and affairs of \_\_\_\_\_ (name of automobile service corporation) as of December 31, \_\_\_\_\_.

'Signed Name'

'Signed Name'

- B. An Audited Financial Statement is due to the Alaska Division of Insurance postmarked on or before June 1, 2016 to the Anchorage address or there may be a late filing penalty of \$100 for each day the corporation fails to file and may be suspended from entering into new obligations or issuing new policies of insurance in Alaska. This statement can be filed by March 1, 2016 in lieu of the statement described in A.
- C. The Alaska Premium Tax Report Form 08-200A must be mailed to the Juneau address and postmarked on or before March 1, 2016 or may be filed through OPTins.
- D. A Bond Continuation Certificate must be filed annually when the last certificate expires.

**The Premium Tax and Fees payment must be received on or before March 1, 2016, and be paid by the Automated Clearing House (ACH) debit or credit payment method or through OPTins per regulation 3 AAC 21.570 in order to avoid a penalty or the possible suspension of the Certificate of Authority per AS 21.09.210(g). This applies to:**

- A. Tax Payment.
- B. Certificate of Authority continuation fee of \$2,250.
- C. Financial Statement filing fee of \$100.

**Other Important Notes:**

- 1 **We understand it may be difficult to segregate the Alaska membership fees received between payments for insurance versus non-insurance services. If it is not possible to reasonably segregate the fees received, we will consider applying the tax rate to a percentage of the Alaska membership fees that might be attributed to insurance benefits. This percentage must have a rational basis and statistical support. If a percentage is used, the automobile service corporation should provide an explanation and support for how the corporation arrived at the percentage.**
- 2 The penalty for paying the tax late is \$50 per month plus five percent of the tax due per month up to a maximum of \$250 plus 25 percent of the tax due, and interest of one percent per month until tax is paid.
- 3 If payment is not received by the Automated Clearing House (ACH) payment method, a penalty of 25 percent of the tax due will be assessed, with a minimum of \$100 and maximum of \$2,000.

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- 4 Compliance with the required due dates for payments is determined by the date the ACH payment is received in the State of Alaska's bank account. Instructions are available at:  
**<https://www.commerce.alaska.gov/ins/INSACHDebit/ACHLoginScreen.aspx>. The payment will be rejected by the receiving bank if the submission contains inaccurate information and the payer will be subject to a penalty if the subsequent payment is received after the due date.**
- 5 If the due date falls on a weekend or holiday, the report and payment are due the next business day.
- 6 If the 2015 premium tax is \$10,000 or more, the automobile service corporation is required to pay quarterly estimated premium tax during 2016. The amount to be paid is 25% of the 2015 premium tax on or before May 31, August 31, and November 30.
- 7 Premium tax refunds must be requested by letter or email and include supporting documentation.
- 8 Definition of Automobile Service Corporation Services AS 21.59.900(2): Any professional service, technical service, replacement of goods that the corporation may become obligated to provide upon a contingent event or a certain event that may occur at an uncertain time and for which a specified single or periodic prepayment is charged or collected, including, but not limited to (A) emergency road service; (B) reimbursement of legal fees for representation on traffic offenses; and (C) providing bail bonds for traffic offenses; an automobile service corporation may provide other services or benefits that do not fall within the definition of an automobile service corporation services.
- 9 Definition of Premium AS 21.97.900(35): Means the consideration for insurance, by whatever name called, and by whatever method paid or collected, including an assessment, or membership, policy, survey, inspection, service or similar fee or charge made in consideration for an insurance contract.
- 10 Effective 7/1/13, a film production tax credit certificated under AS 43.98 may be claimed against your tax liability. In order to claim the credit, you must have acquired a credit certificate issued by the Film Office, Alaska Department of Revenue. Any unused credit may be carried forward but must be claimed before the expiration date on the certificate (six years from the date of issuance). For more information about this credit, refer to AS 43.98.030 or contact the Film Office at 907-269-6620.
- 11 The official premium tax/fees contact name, address, phone, fax, & email will change to the information on the report.

If you have any questions contact Rebecca Nesheim at (907) 465-2584 or [rebecca.nesheim@alaska.gov](mailto:rebecca.nesheim@alaska.gov)

**ALASKA DIVISION OF INSURANCE  
 AUTOMOBILE SERVICE CORPORATION  
 2015 PREMIUM TAX REPORT AND CONTINUATION OF CERTIFICATE OF AUTHORITY**

Must be Postmarked on or before March 1, 2016

Corporation Name	Domicile State	Alaska C of A #
Mailing Address		City, State, Zip Code
Contact Name and Address, if different than above *	Phone:	Fax:
	Email:	

\* Changing official record - see instructions

TAXES AND FEES	ACH TAX TYPE	ACH AMT TYPE	x 2.7% =
1. Premium Tax (Schedule A)	07132	"T"	_____
2. Premium Tax Credit (Schedule B)			_____
3. Net Tax (line 1 - 2)			_____
4. Less amounts already paid in Alaska (quarterly tax payments, credits, etc.)			_____
5. Net Tax Payable (if overpayment, please send written request for refund or credit for tax year 2016 and do not include in line 8).			_____
6. Certificate of Authority Continuation Fee	07132	"F"	_____ <b>\$2,250</b>
7. Financial Statement Filing Fee	07132	"A"	_____ <b>\$100</b>
8. Total Tax and Fees payable with report. <b>Minimum payable is \$2,350.00</b> (lines 5 + 6 + 7)			_____ <b>\$2,350.00</b>

**SCHEDULE A-- AUTOMOBILE SERVICE CORPORATIONS (AS 21.59.070(5))**

ALASKA GROSS PREMIUM INCOME (Choose the preferable method of calculating the insurance portion of Alaska income):

1. Total Membership Fees Received: \_\_\_\_\_

2. Total Fees paying for Insurance Benefits: \_\_\_\_\_

OR

3. Percentage of the cost of insurance benefits to all costs of membership benefits and services paid for the year \_\_\_\_\_

4. Amount of fees allocated to insurance benefits (line 2 **OR** line 1 \* line 3): \_\_\_\_\_

DEDUCTIONS ALLOWED:

5 Cancellations, refunds, savings and similar returns paid or credited to policyholders (same percentage as above) \_\_\_\_\_

**TOTAL DEDUCTIONS** \_\_\_\_\_

**NET PREMIUM** \_\_\_\_\_

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**SCHEDULE B.-- AUTOMOBILE SERVICE CORPORATIONS PREMIUM TAX CREDIT CALCULATION**

The total credits claimed cannot be more than the tax liability

**a. Cash Contribution to Educational Institutions (AS 21.96.070)**

- 1. Total Amount of Contribution \_\_\_\_\_
- 2. 50 Percent of first \$100,000 of Contributions \_\_\_\_\_
- 3. 100 Percent of next \$200,000 of Contributions \_\_\_\_\_
- 4. 50 Percent of the contributions exceeding \$300,000 \_\_\_\_\_
- 5. Education Premium Tax Credit up to \$5,000,000 (lines 2 + 3 + 4) \_\_\_\_\_
- 6. Tax Liability (line 1, page 1, Premium Tax) \_\_\_\_\_

**NOTE:** Include copy of check or other verification of contribution.

7. **TOTAL PREMIUM TAX CREDIT** \_\_\_\_\_  
**Limited to the lower of \$5,000,000 or tax liability**

**b. Film Production Tax Credit (AS 43.98)**

- 8. Amount of Film Production Tax Credit \_\_\_\_\_
- 9. Tax Liability (line 1, on page 1) \_\_\_\_\_

10. **Film Production Tax Credit** \_\_\_\_\_  
(lesser of lines 7 or 8)

**NOTE: Provide original film production tax credit certificate**

**TOTAL PREMIUM TAX CREDITS ALLOWED** \_\_\_\_\_  
**(lines 7 + 10, limited to the tax liability)**

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I, \_\_\_\_\_, certify that I am the \_\_\_\_\_  
(Corporate Official) (Title)

of the above-named Automobile Service Corporation and that the premium tax report is a complete, true and correct statement of all premiums and fees on business written by said corporation during the year ending December 31, 2015 on insurance of property or risks resident or located in Alaska.

\_\_\_\_\_  
Signature