



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

DIVISION OF INSURANCE

P.O. Box 110805
Juneau, AK 99811-0805
Main: 907.465.2515
Fax: 907.465.3422

September 28, 2015

To All Automobile Service Corporations Admitted in the State of Alaska:

Re: Instructions for 2014 Financial Statement Filing, Annual Premium Tax Reports, and Annual Premium Tax and Continuation of Certificate of Authority Payments

The premium tax reports are available at our web site insurance.alaska.gov then under Companies, Information for Companies, Annual Filing and Premium Tax Forms. A checklist is also available listing all the required filing requirements and due dates. If the company contacts or service of process have changed, at the same website under Filing Corporate Amendments & Information Updates are the respective designation forms to file.

- A. A financial statement showing the automobile service corporation's financial condition, transactions, and affairs for the preceding December 31, with a verification signed by two officers, must be postmarked no later than March 1, 2015, 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.
- B. An audited financial statement is due to the Alaska Division of Insurance postmarked on or before June 1, 2015. This statement can be filed by March 1, 2015 in lieu of the statement described in A.

- Mail your financial statements to:

Chief Financial Examiner
Alaska Division of Insurance
550 West 7th Avenue, Suite 1560
Anchorage, AK 99501-3567

- File the premium tax reports through OPTins or mail postmarked by March 1, 2015 to:

Alaska Division of Insurance
PO Box 110805
Juneau, AK 99811-0805

Alaska Division of Insurance
333 Willoughby Avenue, 9th Floor
Juneau, AK 99801

- Pay your premium taxes and fees through OPTins or directly with Alaska by Automated Clearing House (ACH) by March 1, 2015. If you will be using ACH Debit – ensure you have a username and password for the web program. If the annual premium tax payment is not received in the State of Alaska's bank on or before March 1, 2015, a late payment fee will be assessed. If payment is not received by ACH, a penalty will be assessed.

If you have any questions or cannot download the forms, please contact me at (907) 465-2584 or email rebecca.nesheim@alaska.gov

Sincerely,

Rebecca Nesheim
Tax Auditor