



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 Domestic Companies Admitted in the State of Alaska:

Re: Instructions for the 2015 Annual Statement Filing, Annual Premium Tax Reports and Annual Premium Tax and Continuation of Certificate of Authority Payments

The annual statement and supplements are due to the Alaska Division of Insurance on or before March 1, 2016. The Alaska Division of Insurance will not mail the annual statement checklists or premium tax reports. They are available at our web site: [insurance.alaska.gov](http://insurance.alaska.gov) then under Companies, Information for Companies, then Annual Filing and Premium Tax Forms. 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.

- Mail your annual statement and supplements postmarked by March 1, 2016 to:

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

If the annual statement is not postmarked by March 1, 2016, a late fee of \$100/day will be assessed.

- File the premium tax reports and attachments through OPTins or mail postmarked by March 1, 2016 to:

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

Alaska Division of Insurance  
333 Willoughby Avenue, 9<sup>th</sup> Floor  
Juneau, AK 99801

- Pay your premium taxes and fees through OPTins or directly with Alaska by Automated Clearing House (ACH) by March 1, 2016. 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, 2016, 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](mailto:rebecca.nesheim@alaska.gov)

Sincerely,

Rebecca Nesheim  
Tax Auditor