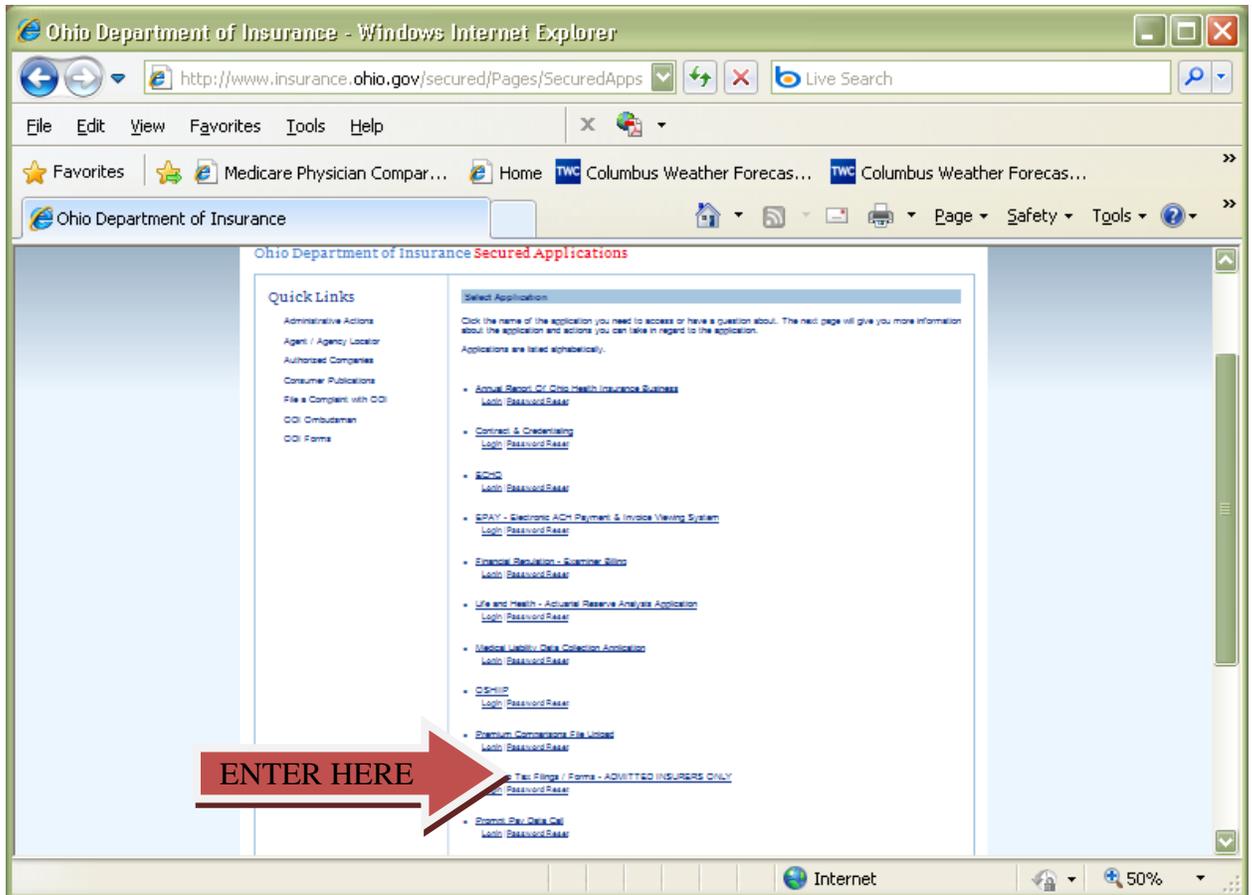


TAX FORMS INSTRUCTIONS FOR OUR SECURED WEBSITE FOR FILING PREMIUM, FRANCHISE AND FIRE MARSHAL TAX RETURNS

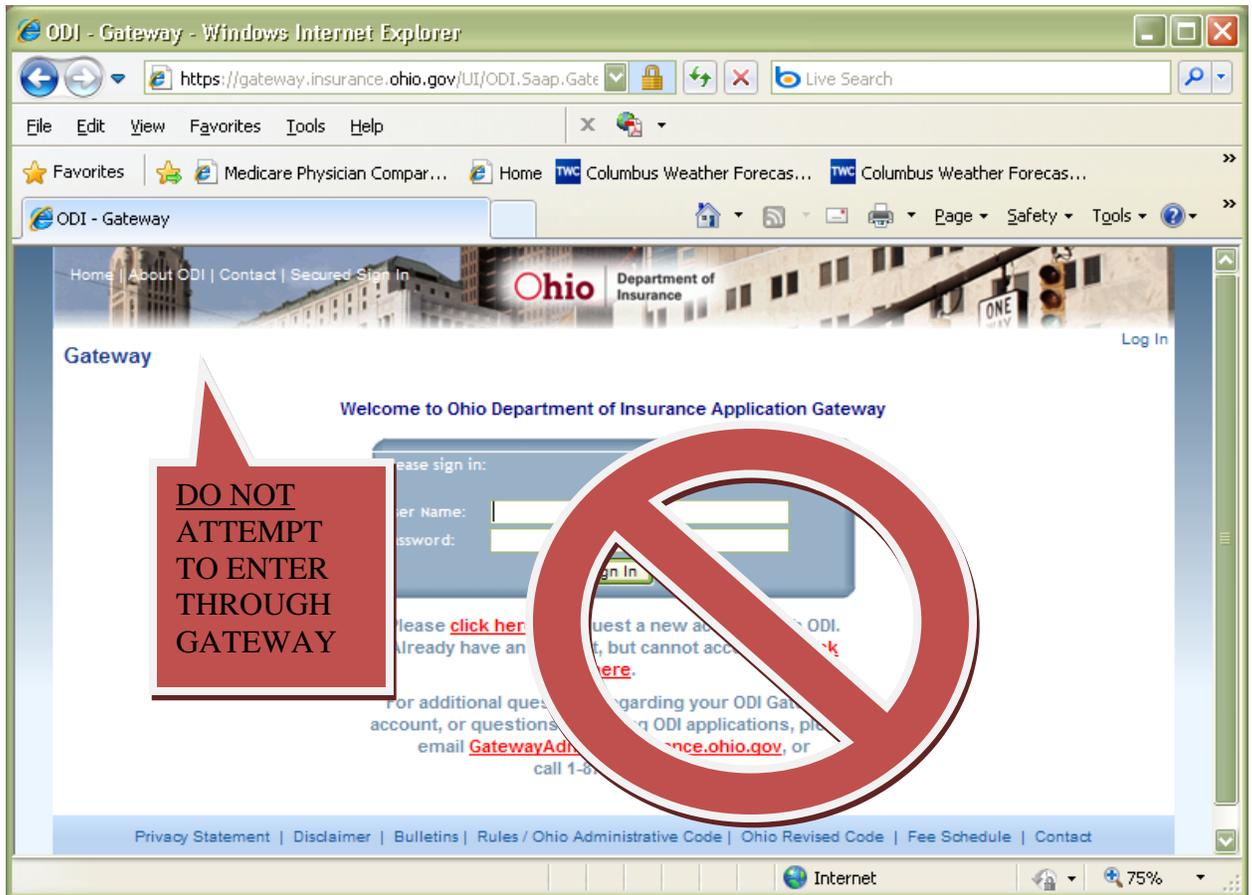
EMAIL ALL TAX QUESTIONS MUST TO taxes@insurance.ohio.gov. **Please do not call the Department of Insurance with tax questions.** Except for amended returns, ALL tax returns must be submitted electronically. No hardcopy tax returns will be accepted. DO NOT mail tax returns or attachments.

Logon Instructions

1. Enter the secured logon on the upper left-hand side of the ODI homepage at www.insurance.ohio.gov by clicking on “Secured Logon”.
2. Then scroll down the page and select “Premium Tax Filings/Forms – ADMITTED INSURERS ONLY” to file premium taxes or to view and print October advance payment invoices. Do not attempt to enter through any other portal. *You cannot access premium taxes or make premium tax payments through “EPAY”.*



DO NOT ATTEMPT TO ENTER THE SYSTEM OR CREATE AN ACCOUNT, USER ID OR PASSWORD BY USING THE “GATEWAY” PORTAL (See below)



3. Enter your company's User ID and password. Your User ID begins with "FRTAX" followed by a series of numbers.

Check with your company treasurer if you do not have them. Email taxes@insurance.ohio.gov for instructions if your treasurer or the previous preparer does not have them. Remember to retain and secure your User ID and password for future entries into your secured logon. User ID's are permanent and never change. **Do not attempt to create your own premium tax User ID or password through any of the secured logon portals. DO NOT ATTEMPT TO CREATE A NEW ACCOUNT WITH ODI BY SIGNING IN THROUGH THE OHIO DEPARTMENT OF INSURANCE APPLICATION GATEWAY.** User IDs and passwords assigned to you by these sites will not work for taxes and will only delay the process. **Please note:** User ID's and passwords are company-specific. Even if you are part of a group, each company's User ID and password are unique.

4. Once you have successfully entered the secured ODI premium tax processing site, proceed through the pages, making that all information is current....*especially*

your contact information (name, email address, telephone, etc.). If you forget your password and ask us to reset it, a revised password can only be sent to the email address shown in our system. If we have questions on the tax return, we need to be able to contact you through an up-to-date email address.

5. Proceed to the Tax Forms Index and select the appropriate tax form. If you have entered the secured logon to view and print the October 15th Advance Payment Invoice, please select that option from the index and follow the instructions for making payment to the Treasurer of State. Do not send payment to the Department of Insurance.

Processing instructions:

- Never use the **“Back”** or **“Forward”** buttons, as unsaved data will be lost.
- Whenever you complete a page, be sure to **“Save”** your data.
- **“Save”** data often. If you get the message, **“System currently unavailable. Please try later”** it means you have timed out and may have lost data. Log out and log back into the database by opening a new session. Saving a minimum of every ten minutes will avoid being timed out of the secured tax processing system.
- Select and process only the correct forms – refer to your ODI Checklist on our web page under Annual Filing Requirements.
- Refer to the “Navigation Links” box for instructions for specific forms and the tax form index.
- **Note: If you are a member of a group of insurers, as defined in Bulletin 98-2, be sure to read “Business Tax Credits” below before processing.**
- Click **“Next”** to continue entering your tax return information except for the last page of each form.
 - By clicking **“Next”** you activate edits. Error messages will appear at the top of your input screen in **RED**. If there are no edit errors you will automatically be taken to the next page.
- ****FINAL PAGE PROCESSING**** on each tax return.
 - A special box has been created to run edit checks on the final page. Before clicking the **“Submit”** button, click the **“Check for Errors”** button. Error messages will appear at the top of your input screen in **RED**.
 - Do not click **“Submit”** button prior to attaching documents.
 - Required documentation must be attached to your tax return electronically using the **“Attachment”** button on the last page of the return. Select the attachment button multiple times for multiple attachments. Do NOT submit state pages, Schedule T, or copies of the Ohio tax return. For foreign insurers, it is NOT necessary to attach a copy of your home state tax return unless it is needed to justify a specific deduction taken on the Ohio return. Most electronic format types are acceptable.

- **READY TO ELECTRONICALLY SUBMIT YOUR FORM?**
 - Enter your Tax Preparer information at the bottom of the page.
 - Select the “Attachments” button to attach required documents. If you have multiple documents, you must attach each document separately
 - Do not click the “Submit” button until you have completed the Business Tax Credit form, if applicable.
 - If you need to change anything use the Navigation Links located at the top of the return. **Do not use the “Back” button!**
 - **ONCE YOU SUBMIT AND YOUR FILING IS ACCEPTED, YOU CANNOT GO BACK AND CHANGE ANYTHING.**

- **HARDCOPY cannot be accepted. Ohio Premium Tax returns are now completely electronic with the exception of amended returns. For amended return information please send an email to taxes@insurance.ohio.gov.**

Printing instructions for ***YOUR RECORDS ONLY***. **Hardcopy filing is no longer accepted.**

- **When possible use legal paper stock and set printer margins (left & right) to minimum.**
- Once you have submitted electronically click the Tax Forms Index in the Navigation Links then click **Print Forms**.
- Once you click the “Print Forms” the system will automatically move you to the “Tax Forms Index”. If you have properly submitted your forms you will be able to print returns from here.
- On multiple page tax forms you will need to print each page separately. The system **will not** process and print all of the pages automatically. Page links for printing are at the bottom of the form after you submit.

If your tax return needs to be modified after you submit it, send an email to taxes@insurance.ohio.gov for instructions.

Business Tax Credits must be allocated among members of groups of affiliated insurers (see instructions on Form INS7140 and bulletin 98-2) and entered online on form INS7140 before each member of the group submits its tax return. Once a tax return for a member of a group has been submitted, Business Tax Credit to that company cannot be changed without an amended return. Form INS7140 for every member of a group must be identical. To determine how much credit to allocate by company, first calculate each company’s tax liability before the business tax credit using the appropriate premium tax form (INS7142, 7144, 7146, 7143, 7147, etc.) online.

Click the “**Save**” button and print each tax return for your convenience. Once you have agreed on the allocation by company, go back and complete identical Forms INS7140 for each company online showing the allocations by company. You can access the Business Tax Credit directly from your forms index. From the Business Tax Credit line of your primary form, click Change Allocation . Enter data for all companies in your group and

click “Save”. The “Save” button will perform edit checks for balancing. If in balance, the system will automatically take you back to your primary tax form. Make certain that the correct Business Tax Credit was pulled forward. **NOTE:** Per Ohio Revised Code section 5729.031 the system will only allow Business Tax Credit up to the amount of premium tax calculated on the Ohio Basis. Retaliatory taxes are not eligible. On your primary tax form, click “Save Draft” and continue to process your primary tax form. See steps above.

NOTE: - In order to use this application, you will need Internet Explorer 5.0 and above, or Netscape 7.0 and above.

QUESTIONS – Send an email to: taxes@insurance.ohio.gov. This email address is monitored by several staff members year-round. Please, do not call the Department for tax return questions. Emails will be responded to promptly.