



## **Steps to Complete Kansas Insurance Tax Forms**

1. Complete Premiums & Deductions Exhibits. Results will automatically populate Lines 1 through 3 of Annual Premium Tax Statement Page 1; base tax will be calculated at a rate dependent on company type, populating Line 5.
2. Property & casualty companies complete Fire Marshal & Fire Fighters Relief Tax schedule. Schedule data will automatically populate these statements.
3. With numbers from Annual Premium Tax Statement Page 1 automatically flowing to Schedules B, F and G, and numbers from Fire Marshal & Fire-fighters Relief Tax Statements flowing to Schedules D & E, complete Schedule A and its related schedules & forms. Note: the amounts on all prior lines of Schedule A will be automatically subtracted where appropriate on Schedules F and G. Total Schedule A credits will be subtracted from Annual Premium Tax Statement Page 1.
4. Non-domestic companies, numbers from Annual Premium Tax Statement Page 1, Fire Marshal & Firefighters Relief Tax Statements, and other fees charged or paid as shown in Kansas Insurance Department records will be automatically populated to the Retaliatory Summary Sheet. Complete the sheet for any other fees and home state calculations.
5. All relevant information from above will be automatically populated to Estimated/Actual Tax, Fee and Retaliatory Adjustment Form; pre-payments made in June and December will be pre-populated from Kansas Insurance Department records.
6. Information will be automatically populated to the Tax Remittance Statement. If additional money is owed, please check whether paying by electronic means or paper check.

Review and mark check boxes on page ii, certifying officers and contact information have been verified or changed online and that all necessary documentation has been prepared and uploaded online or will be mailed.

Click box to submit forms online (once submitted, data can only be amended by requesting the department reopen the forms for entry). Be sure to upload online any required documentation or mail it. If a balance is owed, make payment online or send a check to the address provided. When sending a check or required documentation by mail, please enclose a copy of the tax remittance statement to be sure payment and documents are properly referenced.

Select View/Print as PDF to print for your records individual forms or the entire packet, including your data. You also may save these PDFs electronically.