



RICARDO LARA
CALIFORNIA INSURANCE COMMISSIONER

NOTICE

TO: All Admitted Insurers, Surplus Line Brokers, and Other Interested Parties

DATE: January 31, 2024

SUBJECT: 2023 Insurance (Premium) Tax Filing Information

**Annual
Premium Tax
Filing Due
Dates**

- Surplus Line Broker Premium Tax Filings - Due **March 1, 2024**
- Insurer Premium Tax Filings - Due **April 1, 2024**
- Ocean Marine Insurance Premium Tax Filings - Due **June 15, 2024**

**Important
Reminders**

Provide the Executive Officer contact email address on 2023 Premium Tax Filing forms to receive the 2024 online tax filing instructions and latest tax updates from the California Department of Insurance (CDI).

Please file **only one** (1) Tax Return with CDI.

**Premium Tax
Filing Process**

Premium tax filings can be done 1) electronically or 2) by paper. It is important to note that **only one** method should be selected for the 2023 Premium Tax Filing process.

- **File Electronically:** Send a scanned copy of the physically signed 2023 Tax Return form to PremiumTaxFiling@insurance.ca.gov.
- **File Paper Originals:** Refer to "2023 Tax Forms, Instructions, and Information" within the Tax Forms section for the appropriate mailing address.

CDI encourages taking advantage of electronic filing.

**Premium Tax
Filing
Requirements**

Each Insurer or Surplus Line Broker is required to file a Premium Tax return for all business transacted during the preceding calendar year.

Please note that if there was no business transacted in calendar year 2023, or the business was established in calendar year 2023, a tax filing is still required to be filed by the appropriate required due date noted above. (*California Revenue and Taxation Code section 12302 and California Insurance Code section 1774*)

For Surplus Line Brokers with no taxable premiums to report, please use the CDI Tax Return form (CDI FS-006-0 [Revised 11/2023]).

**Installment /
Prepayment
Requirements**

Each Insurer or Surplus Line Broker whose annual tax liability for the preceding calendar year 2023 was twenty thousand dollars (\$20,000) or more is required to make prepayments/monthly installments as noted below:

- Insurers – Quarterly prepayments for the current calendar year 2024.
- Surplus Line Brokers – Monthly installment payments for the current calendar year 2024.

**EFT
Requirements**

Each Insurer or Surplus Line Broker whose annual tax for the preceding calendar year 2023 was more than twenty thousand dollars (\$20,000) is required to make payment by Electronic Funds Transfer (EFT).

To avoid delays in processing the 2024 EFT payments, the following items are required in the EFT transaction:

- Taxpayer Identification Number
- Tax Type Code
- Tax Amount Due Date

Note: Payment timeliness will be determined by the settlement date.

Please ensure to read and understand [Appendix C – Glossary](#) regarding Settlement Date for information on ensuring timeliness.

**Premium Tax
Filing Forms**

All [2023 Tax Forms, Instructions, and Information](#) are available on CDI's website.

For the "Tax on Insurers Law", please refer to [California Department of Tax and Fee Administration website](#).

For Surplus Line Brokers, please refer to [California Insurance Code Sections 1760-1780](#).

**EFT Hotline
Assistance**

If assistance is needed with establishing an EFT account or experience any problems with making a payment by the required due dates, please **contact the EFT Hotline prior to the payment due date to avoid any potential penalty assessment.** (*California Revenue and Taxation Code section 12602 and California Insurance Code sections 12976.5 and 1775.8*)

If you are unable to access the CDI website, prefer to obtain a hard copy of a tax form, or have questions regarding tax payments, please contact the EFT Hotline:

- By phone at (916) 492-3288
 - By email at EFT@insurance.ca.gov
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