

**COMMONWEALTH OF MASSACHUSETTS**  
**Office of Consumer Affairs and Business Regulation**  
**DIVISION OF INSURANCE**

**\*\*\*SURPLUS LINES SPECIAL BROKERS\*\*\***  
**\*\*\*IMPORTANT NOTICE\*\*\***

**Date: November 17, 2017**

**To: All Surplus Lines Producers**

**Subj: Mandatory Use of NAIC OPTins For Submitting All Surplus Lines Tax Reports and Payments**

Effective January 1, 2016, The Commonwealth of Massachusetts, Division of Insurance transitioned to using the NAIC OPTins (Online Premium Tax for Insurance) system for filing Surplus Lines tax reports and payments. Massachusetts Special Broker licensees are again required to file via OPTins for business written in calendar year 2017. The filing deadline is January 31, 2018.

OPTins is a web application that is available to users 24 hours, 7 days a week (excluding infrequent maintenance windows. More information about maintenance windows can be found here <http://www.optins.org/help.htm>). OPTins is a reliable and inexpensive means of submitting Surplus Lines tax reports and payments electronically. Collecting Surplus Lines tax reports and payments through one electronic system provides many efficiencies including a central location for licensee tax reports.

**The Division no longer accepts paper filings for Surplus Lines taxes. All tax reports and payments must be electronically submitted to the Division via the NAIC OPTins system.** The notice applies to all corporate and individual producers licensed to transact surplus lines insurance in Massachusetts.

OPTins does not require special software or licensing fees. However, OPTins charges a minimal service fee to users, which currently ranges from \$1.00 to \$10.00 per original tax report and payment, depending on the amount of tax being remitted. OPTins does not charge additional fees for amending a tax report or submitting additional information requested by the Division. Licensees are required to use the most updated Massachusetts tax forms available on OPTins at the time of filing.

**All Massachusetts Special Broker licensees are required to file annually including those who did not transact any business during the calendar year. The fee for a zero filing in OPTins is \$1.00.**

Massachusetts filers must complete the appropriate OPTins registration forms to obtain a user ID and password prior to filing Massachusetts tax reports through OPTins. The registration process can take two weeks or more to complete, therefore, new industry users are advised to register at least 60 days prior to January 1, 2018. New users who already file with other states via OPTins can use their existing account to file with Massachusetts.

Detailed registration information is available on the OPTins website, [www.optins.org](http://www.optins.org), or through the OPTins Marketing Team at [OPTinsMktg@naic.org](mailto:OPTinsMktg@naic.org), 816-783-8787. Once registered and set up, the filer will be able to log in, upload filing forms and submit payment via ACH debit or credit. If a filer chooses ACH debit, payment is released to the Division with the filing. If ACH credit is used, the filing is submitted when the payment is received. To ensure compliance with statutory deadlines, filers using ACH credit should be sure to submit their payment well in advance of the January 31 deadline.

Questions regarding this notice should be directed to the Surplus Lines Audit Section, at 617.521.7348 or email [surpluslinesaudit@state.ma.us](mailto:surpluslinesaudit@state.ma.us).