

## FILING INFORMATION

The premium tax return is required to be filed electronically and is due annually on March 1 for the prior calendar year.

The South Dakota Division of Insurance, in conjunction with Tri-tech, has implemented an online premium tax application for insurers to prepare and submit their premium tax returns electronically. Required attachments are easily attached to the electronic filing. Non-subscribers to Tri-tech can use the following link to get started with filing – <https://nonsub.tritechsoft.com/#/?folderId=42>. Non-subscribers can sign in to use this service free through Tri-tech. For companies that currently use the Tri-tech Premium Pro software, they will be able to submit the electronic filing within the software with the click a button. Any company filing their premium tax return after the due date will be subject to penalty fees.

The payment process to the State of South Dakota is now available electronically through *OPTins*. If you are already registered to use *OPTins* to file your premium tax filings to other states, you are already set up within *OPTins* to pay South Dakota.

The steps to submit your tax payment are very simple and require no formal training. Easy to follow instructions are available at: <https://www.optins.org>. Once registered and set up, you will be able to log in and submit your payment online. No more paper checks – everything is electronic and your payment is received at the South Dakota Division of Insurance immediately upon submission by the company.

Using *OPTins* allows you to save time and ensure that the payment is received on time. Please visit [www.optins.org](http://www.optins.org) and click on New Users: Get Started to download the implementation paperwork labeled “Implementation Forms - All Other”. Make sure you choose between ACH Debit and ACH Credit. Once it is completed, submit the forms to *OPTins* Marketing at [optinsmktg@naic.org](mailto:optinsmktg@naic.org) and a product specialist will work with you through your implementation. Once registered and set up, you will be able to log in and submit your payment online. Setup of a new account takes 5-7 business days.

Tri-tech support will be available for any issues you have when filing your return electronically. If you have any other questions concerning the filing of your premium tax return, please feel to contact the Division of Insurance at 605.773.3563 or by email at [sdinsurance@state.sd.us](mailto:sdinsurance@state.sd.us).