SOUTH CAROLINA DEPARTMENT OF INSURANCE

INSTRUCTIONS FOR SURPLUS LINES BROKERS 2012 FOURTH QUARTER TAXES

READ CAREFULLY – IMPORTANT INFORMATION

1. Fourth Quarter 2012 tax payments are required to be filed in accordance with S. C. Code Ann. § 38-45-20 and 38-45-30. Tax payments must be filed using the Department's Online Surplus Lines Premium Tax Application. Payments must be received in this office on or before **February 8, 2013.**

2. Brokers are required to identify any policy that was exempt from paying the 2% municipal tax due to being in an unincorporated or nonparticipating municipality. Brokers will identify these policies by checking the **nonparticipating flag** in the tax application.

3. Any 2013 endorsements on 2012 policies that were exempt from paying the 2% municipal tax cannot be processed in the tax application at this time. The Department is requesting that brokers hold these endorsements until such time they can be processed via the online tax application. The Department will notify brokers when these endorsements can be processed.

4. Brokers are required to list the 4 % state tax as well as the 2% municipal tax on any prior year policies endorsed in 2012.

5. Insurers will be able to pay their premium tax liability by electronic (ACH) check or paper check. Any broker electing to pay by paper check must print the quarterly tax invoice and submit it along with the check. The check amount **must** agree with the amount indicated on the invoice. If these amounts do not agree, the payment will be rejected. Please submit one check per broker payable to the South Carolina Department of Insurance. Please be reminded that checks are to be this office **on or before the due date of February 8, 2013**. If mailed checks are not received by the due date, an automatic **Administrative Fine of $200.00** will be imposed.

6. Insurers paying by electronic (ACH) check that have blocks on their bank accounts should use the following information to allow the Department to successfully debit their account:

   - Trading Partner Originating Company Name: **South Carolina State Department of Revenue**
   - Trading Partner Originating Company ID: **5570882454**

**** Refer any questions on premium taxes to Gloria Akram at 803-737-6136 gakram@doi.sc.gov or Angela Davis at 803-737-6279 adavis@doi.sc.gov or to Sharon Waddell at 803-737-4910 swaddell@doi.sc.gov ****