

Local Government Premium Tax Electronic Annual Reconciliation

COMMONWEALTH OF KENTUCKY
DEPARTMENT OF INSURANCE
Frankfort, Kentucky

BULLETIN
2009-03

The following Bulletin is to advise the reader of the current position of the Kentucky Department of Insurance (the "Department") on the specified issue. The Bulletin is for informational purposes only and is not legally binding on either the Department or the reader.

TO: All Insurance Companies Transacting Insurance in Kentucky
All Surplus Lines Brokers Transacting Insurance in Kentucky

FROM: Sharon P. Clark, Commissioner

RE: Local Government Premium Tax Electronic Annual Reconciliation
KRS 91A.080

DATE: October 1, 2009

MANDATORY ELECTRONIC ANNUAL RECONCILIATION

Beginning with the 2009 Local Government Premium Tax Annual Reconciliation (which is to be submitted on or before March 31, 2010), the Department of Insurance will mandate that the annual reconciliation required pursuant to KRS 91A.080(8) be submitted electronically to the Department. Users may choose from two electronic options:

- File Transfer Protocol ("FTP")
- E-Services Portal

Documentation on how to submit electronically is on the Department of Insurance website, at <http://insurance.ky.gov/kentucky/ALSearch/Rateform/Docs.aspx?DivID=10> under the heading "Annual Reconciliation Electronic Submission."

FILING OPTIONS AND INSTRUCTIONS

File Transfer Protocol ("FTP")

If choosing the FTP method, users must request access to the system by contacting the Kentucky Department of Insurance at DOI.ISHelpDesk@ky.gov or by calling: (502) 564-6154 X4359.

E-Services Portal

Surplus Lines Brokers

Access to electronically submit the annual reconciliation pursuant to KRS 91A.080 will automatically be added to any existing E-services account.

Insurance Companies

Insurance companies will need to establish an E-services account. The process to establish an account is outlined in the "User Documentation for Companies" section at:

<http://insurance.ky.gov/kentucky/ALSearch/Rateform/Docs.aspx?DivID=10>.

Local governments

Local governments that wish to view their data online may do so through E-Services. Local governments must request access to view the annual reconciliation data through an email sent to

DOI.ISHelpDesk@ky.gov or by calling: (502) 564-6154 X4359.

IMPORTANT NOTE

While the Department of Insurance is requiring that the annual reconciliation be submitted electronically to the Department, insurance companies and surplus lines brokers must continue to send hard copies of their annual reconciliations to the local governments.

 /s/ Sharon P. Clark

Sharon P. Clark, Commissioner

Kentucky Department of Insurance

On this 1st day of October, 2009