

INSTRUCTIONS for INTERACTIVE FORMS (Rev 10-2009)

Surplus Line Broker's Quarterly Affidavit (GID-212-PT)
Georgia Surplus Lines Calculation of Retaliatory Tax (GID-213-PT)
Report of Person(s) Procuring Insurance from Unauthorized Insurers Affidavit (GID-214-PT)
Risk Retention Groups Affidavit (GID-215-PT)

Available for use are four (4) interactive PDF forms: Surplus Line Broker's Quarterly Affidavit, Risk Retention Groups Affidavit, Report of Person(s) Procuring Insurance from Unauthorized Insurers Affidavit and the Georgia Surplus Lines Calculation of Retaliatory Tax (filed with the fourth quarter affidavit). The interactive forms cannot be saved after information is entered into the document, please print the form upon completion.

Some of the fields on the form have been reserved as READ ONLY fields. These fields are calculated from other fields that have been filled in previously. Please use the **TAB** key to advance from one field to the next. If some previously entered fields need to be modified, please place the **CURSOR** on that field and left click once. Follow the instructions carefully when completing the form.

Each of the forms (except the Calculation of Retaliatory Tax form) must be notarized, notary seal affixed, and the notary's date of expiration printed on each. Send the completed forms to:

**Office of Insurance and Safety Fire Commissioner
Premium Tax Division
Suite 916, West Tower
2 Martin Luther King Jr. Drive.
Atlanta, Ga. 30334**

Surplus Line Broker's Quarterly Affidavit – Form GID-212-PT

PAGE ONE AND TWO

- Enter the date after **FOR THE QUARTER ENDING**, the date format is "dd/mm/yyyy."
- Enter the broker's name.
- Check "See Attachment" only if you are not filling in data but attaching a schedule of information. If it is checked, two new fields will pop up, please input amount for **The total premium is;** the field of **The total tax** will be calculated from total premium.
- If the check box is **not** enabled, complete each column on page one and two.
- The column of **Amount of Tax**, the rows of **Page Total** and **Grand Total** are calculated automatically.

PAGE THREE

- Report all credits/returns on this page. The date format for the column "QTR/YR" is mm/yyyy and **must** be provided.
- **Grand Total** subtracts **Credit & Returns** and is equal to **Net Tax Due**, which is a calculated, read only field.

PAGE FOUR

- The sum of all Total Premium is equal to Grand Total, which is a calculated, read only field.
- The Grand Total on Page Four must reconcile with the Grand Total on Page Three.
- Complete the contact information, sign, date and notarize the form.

Calculation of Retaliatory Tax (filed with 4th quarter Risk Retention Group affidavit) Form GID-213-PT - All foreign and alien Risk Retention Groups MUST complete this form.

In the space provided, please provide the entity's state of domicile.

Line 1 (Column 2) – Enter the tax rate that would be charged to a Georgia entity in the entity's state of domicile. If a rate less than the maximum rate is used, supporting details must be provided. If a multi-tiered rate is used, you must provide a breakdown of the tax rate.

Line 2 – Enter total premiums reported on the first quarter affidavit filed with the Georgia Department of Insurance.

Line 3 – Enter total premiums reported on the second quarter affidavit filed with the Georgia Department of Insurance.

Line 4 – Enter total premiums reported on the third quarter affidavit filed with the Georgia Department of Insurance.

Line 5 – Enter total premiums reported on the fourth quarter affidavit filed with the Georgia Department of Insurance.

Line 6 – Enter the total amount of premiums reported for 2009 (Add lines 2,3,4 and 5).

Line 7 – Multiply the applicable tax rate (Line 1) times the total reported on Line 6.

Line 8 – Enter the total tax paid to the Georgia Department of Insurance for 2009.

Line 9 – Subtract Line 9 from Line 8 and enter the balance due.

Line 10 – Enter the amount of annual license fees in Column 2 for state of domicile; enter GA fee in column 1.

Line 11 – Enter the amount of annual filing fees for RRG's in Column 2 for state of domicile; enter GA fee in column 1.

Lines 12 and 13 – Use for other taxes or fees that are not already listed on the form. **You must itemize any taxes or fees on these lines. Do not simply write "Other Taxes." Provide details of amounts reflected in each column.**

Line 14 – Total the amounts listed in Columns 1 and 2 and enter the totals in the appropriate columns.

CALCULATION OF RETALIATORY TAXES

1. In the spaces provided, transfer the totals for Column 2 and Column 1 to the lines provided.
2. Subtract the Total for Column 1 from the Total for Column 2. Enter the amount on the line labeled “Retaliatory Tax Due.” If a positive amount is entered, make check payable to the Georgia Department of Insurance.

ALL FOREIGN AND ALIEN RISK RETENTION GROUPS MUST ATTACH A COMPLETED FORM GID-213-PT TO THE FOURTH QUARTER AFFIDAVIT

NOTE: If you have any questions regarding the completion of this form, please call
(404) 656-7553
e-mail: premiumtax@oci.ga.gov

Report of Person(s) Procuring Insurance from Unauthorized Insurers – Form GID-214-PT

PAGE ONE AND TWO

- Enter the date after “FOR THE 30 DAYS ENDING”, the date format is “dd/mm/yyyy”.
- The check box for “See Attachment” is a main check box for the whole report. If it is checked, two new fields will pop up, please input The total premium is, the field of The total tax is, will be calculated from total premium and is a read only field. All the table fields on Page one and two are turned to non-enterable when the attachment box is checked.
- If the check box is not enabled, every column field on page one and two is required. Please fill out the table columns with complete information.
- The column of Amount of Tax, the rows of Page Total and Grand Total are calculated, read only fields.
- Complete the contact information, sign, date and notarize the form.

Risk Retention Groups – Form GID-215-PT

PAGE ONE AND TWO

- Enter the date after “FOR THE QUARTER ENDING”, the date format is “dd/mm/yyyy”.
- The check box for “See Attachment” is a main check box for the whole report. If it is checked, two new fields will pop up, please input The total premium is, the field of The

total tax is, will be calculated from total premium and is a read only field. All the table fields on Page one and two are turned to non-enterable when the attachment box is checked.

- If the check box is not enabled, every column field on page one and two is required. Please fill out the table columns with complete information.
- The column of Amount of Tax, the rows of Page Total and Grand Total are calculated, read only fields.

PAGE THREE

- The sum of all Total Premium is equal to Grand Total, which is a calculated, read only field.
- Report all credits/returns on this page. The date format for the column "QTR/YR" is mm/yyyy and must be provided.
- Complete the contact information, sign, date and notarize the form.
- *The fourth quarter affidavit MUST include Form 213-PT, Georgia Surplus Lines Calculation of Retaliatory Tax.*