

OPTins enables secure electronic submission of premium taxes, surplus lines taxes, and other state filings. Payments are submitted via ACH Debit or ACH Credit. There are no software or licensing fees, only a transaction fee (\$17.50 per filing, or 5% of surplus lines tax up to \$17.50).

After your paperwork is submitted, the OPTins team will review your information and begin account setup. You will be contacted if additional information is needed and with next steps in the implementation process.

### **ACH Account Information**

- **ACH Credit:** Instructions for completing a penny test will be provided after submission. Implementation will continue once the test is successful.
- **ACH Debit:** Please confirm with your bank that no debit block is in place and that your debit limit is sufficient for expected payment amounts.

If a debit block must be removed, provide your bank with the following:

- Company ID (ACH Origination Number): 9870877295  
Debiting Bank Account Name: NAIC

## **OPTins Implementation Forms – Required Information**

### **Industry Financial Contacts**

- Company name, address, and phone number
- ACH method (Debit or Credit)
- Authorized signatories signature, name, title, and date
- Internal financial contacts (may be the same person):
  - Treasury/Bank Account Manager
  - Accounting/Accounts Payable
  - Department contact
- Backup contact name and email

### **User and Roles**

- User Administrator contact information  
*(This user will hold all roles and manage additional users; shared logins are not permitted.)*

### **Business Entity/Company Information**

- Business Entity name
- NAIC Company Code number (if applicable)
- Group number (if applicable)
- Federal Identification Number (FEIN)
- Annual Financial Statement Blank Type (if applicable)
- State of domicile

*Note: Additional entities can be added in OPTins after access is granted.*

### **ACH Processing**

- Company and bank account details
- Attestation confirming NAIC processing is enabled with your bank

*Note: Bank accounts are added and associated to entities in OPTins after access is granted.*

### **Submission**

- Save and submit the form to [optinsmktg@naic.org](mailto:optinsmktg@naic.org).

## INDUSTRY FINANCIAL CONTACTS

Company Name:

Address:

Phone #:

### Please Select Account Type

ACH Debit:

Most companies use ACH Debit. With ACH Debit, the Bank Account Manager enters banking information and funds are withdrawn automatically when the filing is submitted.

ACH Credit:

ACH Credit payments are initiated through your bank for each filing using required addenda. You will need to work with your bank each time a filing is submitted to initiate the payment with a unique addendum. Credit cards are not supported.

Signature:

Date:

Name:

Title:

### Treasury/Bank Account Manager Contact *\*please list company financial contact, not a bank contact*

Name:

Email:

Phone:

### Accounting/Accounts Payable Contact

Name:

Email:

Phone:

### Department Contact

Name:

Email:

Phone:

### Backup Email Contact

If a scheduled filing fails, OPTins will notify the filing creator and the Backup Contact. The Backup Contact must be different from the contacts above and does not need an OPTins login.

Name:

Email:

### Users and Roles

This user will have all required roles and manage additional users. Logins may not be shared.

### Contact Information

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ City: \_\_\_\_\_  
 Phone: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Industry service user filing in another platform  Yes or  No

### Roles and Descriptions

**User Admin Request User:** Allow the industry user to request new users, update current user roles, deactivate users, and execute and review User Admin Reports  
**Filing Entity Administrator:** Allow the industry user to add new and edit existing filing entities on their account  
**Bank Account Manager:** Allow the industry user to add, edit, and deactivate bank accounts on their OPTins account and associate entities to a bank account  
**EFT Report Reviewer:** Allow the industry user to execute and review EFT reports to balance withdrawals with the bank  
**Industry Filer:** Allow the industry user to create and amend filings  
**Schedule/Submit Filings:** Allow the industry user to submit filings that include ACH payments  
**Read Only:** Allow the industry user read only access to all filings  
**Industry Service User (OPTIONAL):** Allow the industry to file with vendors who connect to OPTins and states

## BUSINESS ENTITY/COMPANY INFORMATION

Start by entering the main business entity that will submit filings in OPTins. If your organization files for multiple affiliated entities, you will add them later and define their relationship to the primary entity. The Filing Entity Administrator will also add this information into OPTins. **\*State of Domicile is a required field.**

Business Entity Name	NAIC Company Code (cocode) #	Group #	FEIN	Annual Financial Statement Blank Type (if applicable)	State of Domicile	Affiliation to Primary Entity

Dear OPTins Representative,

OPTins (a product of the NAIC) utilizes ACH Debit or ACH Credit for collecting your payment. To facilitate NAIC debiting from the designated account, please complete all fields below to confirm that the account has been updated to permit ACH processing by the Company ID listed.

Request for ACH Processing	
<b>Authorization to Debit:</b>	
Company Name	
Bank Name	
Bank Address	
Last 4 digits of your payment bank account	
<b>NAIC Information:</b>	
Company ID	9870877295
Originator Name	NATL ASSN OF INS

Company Representative Name: \_\_\_\_\_

Company Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Should you have any additional questions, please feel free to contact the OPTins Implementation Team at [optinsmktg@naic.org](mailto:optinsmktg@naic.org).

Updated March 2026