All agents who currently hold or held a Kansas surplus lines license at any time during the prior calendar year are required to complete and submit this form and PRF online by not later than March 1 of each year. Agents must login to Producer Desktop to complete and submit the online form.

To complete the Online Statement and Policy Reporting Form (PRF), you will click on the Excess Lines tab once you are logged into Producer Desktop.

**EMAIL ADDRESS:** Verify the email address shown below your name at the top of the screen. If this is not your current email address, click on it, update it and then return to the Excess Lines screen to continue.

**TAX YEAR:** You will select the correct tax year if the default year shown is not correct. Note the tax year is the year during which the surplus lines business was placed.

**IF YOU HAVE NO DIRECT PLACEMENTS TO REPORT FOR THE TAX YEAR:** If you have no business to report for the tax year, submission is simple. Skip Step 1, go to Step 2 and click each certification checkbox. If you placed no business directly, respond “No” to the direct placement question and respond appropriately to the second question about placements through other agents. Then go to Step 3 and click Submit. After you receive a success message on the screen, you can click the link toward the bottom of the page to save your statement as a file on your computer and print it using your computer’s printer. Since you reported no policies, there is no need to print the Policy Reporting Form (PRF). Please be sure to include the contact information requested if you are not the agent yourself, but are logged in as the agent and filling out the form on their behalf.

**STEP 1 – COMPLETING THE ELECTRONIC POLICY REPORTING FORM (PRF) FOR ALL POLICIES:**

If you have directly placed business during the tax year, you must complete the electronic Policy Reporting Form (PRF) to enter your policies. There are three ways to complete it. If you only have a few policies to report and/or do not already have them entered in the PRF V.1.YY (reporting year) Excel spreadsheet, it is easiest to enter them directly into the form. Under Step 1 Policy Reporting Form, click “Add Policy.” Enter the appropriate information, and click “Add Line” to add each policy to the form.

If you already have your policies entered in the PRF V.1.YY (reporting year) Excel spreadsheet, you can click the Upload Screen link in Step 1. The Upload Screen will appear. Please note that whenever you upload data in this way, any policies previously entered manually or through an earlier upload will be deleted. So be sure the file you are uploading is cumulative. Follow the Upload Screen’s instructions to open the PRF spreadsheet in Excel, highlight columns A through K, right click in the highlighted data and select Copy. Then right click in the text window on the upload page and select Paste. Confirm that data copied by using the scroll bar to view the top of the text window (it will not appear formatted). Then click upload. Your data should appear in the online form. Check the data and correct in the online form any policy displaying in
red, which indicates it is not valid for submission.

A third method of submission is available for agents with very large submissions and who have technical staff available to create a tab-delimited text file for upload. Click the “format for upload” link, print out the instructions and provide them to technical staff to prepare the file that can be uploaded from the Upload Screen.

**PRF DATA FIELDS:**

**Transaction Code:** This indicates the type of transaction that is being reported using the following codes: A – audit, C – cancellation, E – endorsement, N – new, or R – Renewal. If codes A, C, or E are used and had been reported on a previous report, indicate the page or row number on which the prior listing can be found in the Notes field.

**Insured Home State:** Select or enter KS.

**Effective Date:** All policies written from January 1 through December 31 have to be reported. That includes policies written but not yet booked.

**Expiration Date:** List Policy’s expiration date. All policies written from January 1 through December 31 have to be reported. That includes policies written but not yet booked.

**Policy Number:** List policy number. Please use alphanumeric characters only (e.g. ABC123). Do not include space or dashes.

**Insured:** Enter the named insured information from the policy’s declarations. Please enter insured’s name only.

**Coverage Type:** Enter or select the three-digit number for the coverage type (e.g. 270 for general liability or 280 for errors and omissions). Coverage type must be used from drop-down-menu online or from the list of coverage types provided.

**Insurer NAIC No:** NAIC number of Kansas non-admitted insurer or the Kansas company code for non-admitted alien insurers must be from drop-down menu online or from the list of Kansas non-admitted companies. If multiple companies were used for any one risk, list the companies used and their applicable premiums on multiple lines. If Lloyds of London was used, include Insurer NAIC No. 901344 in this field and list all participating syndicates in the “Notes” field.

**Premiums & Fees:** Enter the gross premium, which is the total amount charged the insured before calculating the premium tax. Gross premium should include any cost charged in the placement of the insurance including policy or inspection fees. The entered amount should be the total of all transactions for this policy during the year. Gross premium can be entered positive or negative to accommodate refunds; however, the gross premium amount cannot be $0.

**Premium Tax:** Premium tax due is 6 percent of the amount entered for Premiums and Fees for risks. The premium tax will be calculated for you by the online application and cannot be entered manually or changed from the calculated amount. Negative Premiums and Fees will result in a negative premium tax amount. Note: If the gross premium is collected during the reporting year, then the premium tax should be reported and paid, even if the policy has not been received (written but not yet booked).

If you report after the March 1 deadline, the premium tax should still be calculated at 6% in this column. Any additional tax will be calculated and accounted for in the Tax Penalty box of the Department use only section.

**Notes:** Use this field to list Lloyd’s Syndicates used for Insurer NAIC No. 901344, to list previously reported policy line or page and year for Transaction Codes A, C or E, to explain the specific risk insured for Coverage Type 310, and for any other information you deem necessary. All policies with Kansas as the Home State will be taxed at 6%. If you need to make a correction to a previous year’s filing, contact this department and we will reopen the tax file for that year, so you can make your correction. We can only go back 3 years.

**STEP 2 – REQUIRED CERTIFICATIONS:** Go to Step 2 and click each certification checkbox. If you placed business directly and reported it on the PRF above, respond Yes to the direct placement question and respond appropriately to the second question about placements through other agents. If you had placements through other agents, you are required to keep and maintain a record on the PRF. The PRF is not sent to the department. If you are completing the online surplus lines statement and Policy Reporting Form (PRF) on behalf of the agent, please include your name and contact information. This information will only be saved on your form at the time of submission.
Step 2 certifications and responses are required of all surplus lines agents licensed in Kansas, even if no surplus lines business was placed during the year. Note these certifications and responses will only be saved on your form at the time of submission.

**STEP 3 – SUBMISSION OF STATEMENT AND PAYMENT OF TAXES:** Review all data entered in Step 1 to be sure it is not displayed in red. Any data displayed in red must be corrected before submission. Please review Step 2 to be sure all certifications have been checked and questions answered. If you responded in Step 2 with a “Yes” that you directly placed surplus lines business during the tax year, you must enter policy and premium data in Step 1 or your submission will not be allowed. If you responded “No” that you did not directly place surplus lines business during the year and did not enter data in Step 1, go directly to the Submit button and complete your submission. You will receive a message on successful submission.

From the data entered electronically in Step 1, your tax owed will be displayed. If you owe surplus lines tax, please choose your method of payment. You have the option of paying by ACH electronic check (at no additional cost), or for up to $10,000 with a credit card (convenience fee applies), or by mailing a check along with a printed copy of your statement. Please do not send any other forms. **We strongly encourage online payment.** After selecting payment method, click Submit. If there are no validation errors found in your statement, you will be taken to the State of Kansas’ online payment service, if you selected online payment. You must complete required information there and submit payment to complete the process, after which you will receive a success message. If paying by check, you will receive an immediate success message if no errors are found.

If paying by check, Surplus Lines, Property & Casualty Division
send to: Kansas Insurance Department
1300 SW Arrowhead
Topeka, KS 66604  (Enclose copy of your statement with check)

**IF YOU NEED TO AMEND YOUR RETURN AFTER SUBMISSION:** If you need to amend your return after filing, please send an email to KID.ExLines@ks.gov. Explain your need to amend. Your filing will be reopened. Once changes are made in your PRF or your responses, any change in amount owed will be calculated. If you have not already made payment of any amount showed owing in your original filing, you will be able to amend the new amount owed to show the proper amount. If you have any questions, you may contact Marcia Kramer at 785-291-3454 or James Norman at 785-296-3405.