

NEW FOR 2014

The penalty imposed for failure to file timely reports is now a minimum of \$500, regardless of the determined tax liability, plus an additional 1 percent of any determined tax liability over \$25,000.

REMINDER

- Reports should **NOT** be mailed to the PA Department of Insurance – this will delay the processing of your report and does not satisfy the filing requirements. Please see the payment and mailing information section to find the correct mailing address for the PA Department of Revenue.
- All payments of \$1,000 or more must be made electronically.
- Use only whole dollars when preparing tax reports.
- Taxpayers may request a 60 day extension to file this report by filing REV-426.

NOTE: The automatic PA extension provided by Act 52 of 2013 to those with valid federal extensions DOES NOT apply to this tax.

- **Revenue ID:** A corporation's Revenue ID is a unique 10-digit number assigned by the department to a taxpayer, separate from any federally issued identification number(s) or Pennsylvania license number(s).
- RCT-121A is available as a fill-in form on the department's website at www.revenue.pa.gov. Use **ONLY** the most current, non-year-specific tax form and instructions for filing ALL years. **If an amended report must be filed, taxpayers must use the most current, non-year-specific tax form, completing all sections of the form. REV-1175, Schedule AR (explanation for amending), must be included when an filing an amended report.**
- One estimated payment coupon (REV-423) and one extension coupon (REV-426) will be used for all specialty taxes. The coupons and the tax report will no longer be mailed. These forms are available as fill-in documents on the department's website www.revenue.pa.gov. The REV-423 and REV-426 coupons can be filed electronically through e-TIDES at www.etides.state.pa.us. However, electronic filing of the tax report is not available. The report should be completed using the computer-based fill-in form, printed and submitted by mail to the department. The form can be saved electronically for your records.

Annual Report Checklist: Make sure you include the following to file your annual report properly and completely:

- Negative amounts must be written using a minus sign preceding the number. Do not use parentheses.
- Complete RCT-121A, Gross Premiums Tax Report for Domestic Casualty Life or Life Insurance Companies Associations or Exchanges
- Copy of the Pennsylvania Business Page
- Copy of Schedule T from the annual report
- Corporate officer's signature on Page 1 and preparer's signature and PTIN on Page 2 (if applicable)

Imposition, Base and Rate

Gross premiums tax is imposed on insurance companies at a rate of 2 percent of gross premiums received from business conducted in Pennsylvania. For more information, see the Act of March 4, 1971 (P.L. 6, No.2).

Extraordinary medical benefit premiums for coverage under 75 Pa.C.S. § 1715(a)(1.1) are not subject to the tax (See 75 Pa.C.S. § 1798.1(c)).

To claim the deduction for extraordinary medical benefit premiums, you must include the policy numbers and premium amounts for any deduction taken. Schedule T should also include a footnote to report the premiums.

The following may be deducted from taxable premiums:

- Amounts returned on policies cancelled or not taken
- Premiums received for reinsurance
- The portion of advanced premiums, premium deposits or assessments returned in cash or credited to members or policyholders upon the expiration or termination of their contracts (in the case of mutual insurance companies, associations, exchanges and stock companies with participating features)
- Notes and other obligations received by mutual insurance companies to secure contingent premium liabilities to the extent that no assessment has been made and collected against the notes or obligations.

Companies exempt from the tax include title insurance companies subject to the title insurance and trust companies shares tax; purely mutual beneficial associations whose funds for the benefit of members and families or heirs are made up entirely of the contributions from their members and the accumulated interest on those contributions; corporations organized under the Nonprofit Hospital Plan Act of 1937 (Act of June 21, 1937, (P.L. 1948, No.378)); and corporations organized under the Nonprofit Medical, Osteopathic, Dental and Podiatry Service Corporation Act of 1939 (Act of June 27, 1939, (P.L. 1125, No.399) Act of 1937 (Act of June 21, 1937, (P.L. 1948, No. 378)); and corporations organized under the Nonprofit Medical, Osteopathic, Dental and Podiatry Service Corporation Act of 1939 (Act of June 27, 1939, (P.L. 1125, No.399).

Revenue ID, Federal Employer Identification Number (FEIN), Parent Corporation FEIN, Name and Address

The Revenue ID number, FEIN, name and complete mailing address must be provided. If the taxpayer is a subsidiary of a corporation, the parent corporation's FEIN must be provided. Also provide the telephone number and email address of the taxpayer.

Tax Year

Enter month, day and year (MM DD YYYY) for the tax year beginning and enter year (YY) for the tax year end.

Report Due Date

This report is due April 15 for the preceding year ended Dec. 31. If April 15 falls on a Saturday, Sunday or holiday, the report is due the next business day. The penalty imposed for failure to file timely reports is now a minimum of \$500, regardless of the determined tax liability, plus an additional 1 percent of any determined tax liability over \$25,000.

Address Change

Enter "Y" in the block on Page 1 if the address of the corporation has changed from prior tax periods. The current mailing address should be reflected on the report.

Correspondence to Preparer

Enter "Y" in the block on Page 1 if all correspondence (notices and requests for additional information) is to be sent to the preparer's address. If "Y" is entered, the address recorded on Page 2 will be used.

Amended Report

Enter "Y" in the block on Page 1 if you are filing an amended report to add, delete or adjust information. Provide documentation to support all changes being made. An amended report should only be filed if an original report was filed previously for the same period.

An amended report must be filed within three years of the filed date of the original report. The department may adjust the tax originally reported based on information from the amended report. The taxpayer must consent to extend the assessment period. If the amended report is timely filed and the taxpayer consented to extend the assessment period, the time period in which to assess tax will be the greater of three years from the filed date of the original report or one year from the filed date of the amended report.

Regardless of the tax year being amended, taxpayers must use the most current non-year-specific tax form, completing all sections of the report. This includes those sections originally filed and those sections being amended. All tax liabilities should be recorded on Page 1. Taxpayers must check the Amended Report check box on Page 1 and include Schedule AR, REV-1175, with the report.

First Report

Enter "Y" in the block on Page 1 if this is the taxpayer's first PA gross premiums tax filing.

Electronic Payment

Enter "Y" in the block on Page 1 if the taxpayer has made any electronic payments using e-TIDES.

KOZ/EIP Credit

Enter "Y" in the block on Page 1 if the corporate taxpayer is claiming the Keystone Opportunity Zone Credit, the Keystone Opportunity Expansion Zone Credit or the Employment Incentive Payment Credit. For these and all other restricted credits, complete Line 4 on Page 1.

The following credits are available against gross premiums tax:

- Neighborhood Assistance Program Tax Credit
- Educational Improvement Tax Credit
- Employment Incentive Payment Credit
 - Employment incentive payment credits are not posted to the account prior to assessment, therefore the account review statement will reflect a debit balance until the credit is approved. Schedule W must be attached to claim this credit. Check the appropriate box if the corporate taxpayer is claiming the employment incentive payment credit.
- PA Life and Health Insurance Guaranty Association Credit
 - To claim a credit for a PA life and health insurance guaranty association assessment, submit a copy of all pages of the assessment invoice certificate of contribution for the first year the credit is claimed. Include a copy of the cancelled check indicating that the assessment was paid. Include a copy of the Pennsylvania Business Page and Schedule T for the year immediately preceding the year of the assessment and a schedule of all credits claimed for each type of assessment (i.e. life insurance, accident and health annuity).
- **NOTE:** This credit is only available for policies that guarantee premium rates without an increase.
- PA Property and Casualty Insurance Guaranty Association (PIGA) Credit
 - PIGA credits are not available until there have been sufficient billings to create a credit. Billings must exceed 1 percent of the base year. For additional information, please contact the PA Property and Casualty Insurance Guaranty Association at 215-568-1007.
- Research Enhancement and Protection Tax Credit

Last Report

- Enter "Y" in the block on Page 1 if this report will be the last report filed with the department. Indicate the effective date of the event as MM DD YYYY.
- Include information from the Pennsylvania Insurance Department verifying the taxpayer's insurance license expired, was cancelled or not renewed.
- Include a copy of the regulatory authority's approval of the merger, dissolution, plan of reorganization and/or articles of merger.
- Provide the Revenue ID and FEIN of the surviving entity, if applicable.

Corporate Officer Information

A corporate officer must sign and date the tax report. The signature must be original; photocopies or faxes will not be accepted. Print the first and last name, title, Social Security number, telephone number and email address of the corporate officer.

Preparer's Information

Paid preparers must sign and date the tax report. If the preparer works for a firm, provide the name, FEIN and address of the firm along with the name, telephone number, email address and PTIN/SSN of the individual preparing the report. If the preparer is an individual without any association to a firm, provide the name, address, telephone number, email address and PTIN/SSN of the individual preparing the report.

Estimated Payment Instructions

All accounts are expected to remit estimated prepayments toward the final liability a corporation estimates is due for the taxable year. Prepayment for gross premiums tax is due March 15 of the reported year. Tax remaining due at the close of the taxable year must be paid on or before April 15 of the following year.

Should a corporation realize estimated tax is underpaid, additional payments should be submitted to minimize underpayment penalty. Underpayment is measured against 90 percent of the tax reported due for the taxable year. However, if the final total tax increases the self-reported tax by 10 percent or more, the underpayment will be measured against 90 percent of the final total tax. The period of underpayment is measured from the due date of the installment to the date the underpayment is paid or the date the safe harbor is satisfied. A corporation may avoid interest charges by timely paying estimated tax equal to the liability in the second-prior taxable year (safe harbor). This amount must be adjusted to reflect the tax rate and law for the estimated tax year and must reflect the total liability if it exceeds the self-reported liability by 10 percent or more. Where the second-prior year is a short period, the safe harbor is annualized. Second year corporations may use the immediate prior year (annualized if necessary) as the base year for the safe harbor. Mail the estimated payment coupon (REV-423) separately from all other forms.

If you have questions regarding estimated payments, call the Accounting Division at 717-705-6225 (Option 5, then Option 1 or 3).

Extension Request Due Date

To request a due date extension of up to 60 days to file the annual report, you must file an extension request (REV-426) by the original report due date. However, an extension of time to file does not extend the deadline for payment of tax and an extension request must be accompanied by payment of taxes owed for the taxable year for which the extension is requested. Mail the extension coupon separately from all other forms. A taxpayer using an electronic method to make a payment with an extension request should not submit the extension coupon. Do not use the extension coupon to remit other unpaid liabilities or commonwealth obligations within the account.

Payment and Mailing Information

Remittance should include tax plus interest and penalty, if applicable. Penalty and interest calculators can be found at www.revenue.pa.gov. All payments of \$1,000 or more made after Dec. 31, 2013, must be made electronically. Failure to make a payment by an approved method will result in the imposition of a 3 percent penalty of the tax due, up to \$500. For more information on electronic filing options, visit www.etides.state.pa.us. Payments under \$1,000 may be remitted by mail, made payable to the PA Department of Revenue.

Mail payments, extension requests and Tax Report, RCT-121A, to the following address:

PA DEPARTMENT OF REVENUE
PO BOX 280407
HARRISBURG, PA 17128-0407

NOTE: Reports should **NOT** be mailed to the PA Department of Insurance – this will delay the processing of your report and does not satisfy the filing requirements.

Current Period Overpayment

If an overpayment exists on Page 1 of RCT-121A, the taxpayer must instruct the department to refund or transfer overpayment as indicated below.

Refund: Identify the amount to refund from the current tax period overpayment. Prior to any refund, the department will offset current period liabilities and other unpaid liabilities or commonwealth obligations within the account.

Transfer: Identify the amount to transfer from the current tax period overpayment to the next tax period for estimated tax purposes. Prior to any transfer, the department will offset current period liabilities and other unpaid liabilities or commonwealth obligations within the account.

NOTE: If no option is selected, the department will automatically transfer any overpayment to the next tax year for estimated tax purposes after offsetting current period liabilities and other unpaid liabilities or commonwealth obligations within the account.

Requests for Refund or Transfer of Available Credit

Requests for refund or transfer of available credit from prior periods can be faxed on company letterhead, signed by an authorized representative, to 717-705-6227.

Requests can also be submitted in writing to the following address:

PA DEPARTMENT OF REVENUE
PO BOX 280701
HARRISBURG, PA 17128-0701

Please do not duplicate requests for refund and/or transfer by submitting both RCT-121A and written correspondence.

CONTACT INFORMATION

- To make payments and file extensions electronically, visit e-TIDES at www.etides.state.pa.us. For additional information and assistance with electronic payments and extensions, call 717-705-6225 (Option 6).
- To confirm account payments, call 1-888-PATAXES (1-888-728-2937).
- If you have questions regarding payments or refunds, call the Accounting Division at 717-705-6225 (Option 5, then Option 1).
- Requests for transfer of credit may be faxed to the Accounting Division at 717-705-6227.
- If you have questions regarding extensions, call the Extension Unit at 717-705-6110. Requests can be faxed to 717-705-6227.
- If you have questions regarding tax settlements, assessments, tax determinations or filing requirements, call the Specialty Tax Unit at 717-783-6031 (Option 7, then Option 2).
- If you have general business tax questions, call 717-787-1064.

RCT-121A should be completed in the following order:

Step 1 - Complete the taxpayer information and any applicable questions at the top of Page 1.

Step 2 - Indicate the type of insurance company on Page 1 - Domestic Casualty, Domestic Fire or Domestic Life. This is based on the company's original registration with the Pennsylvania Insurance Department. This information is required.

Step 3 - Enter the Revenue ID number and other taxpayer information in the designated fields at the top of each page.

Step 4 - Complete Page 2.

Step 5 - Complete Page 1, Tax Liability, Payment and Overpayment sections.

Step 6 - Complete the corporate officer information section, sign and date at the bottom of Page 1.

Step 7 - Complete the preparer information section, sign and date at the bottom of Page 2, if applicable.

Step 8 - Mail the completed report and any supporting schedules to the PA Department of Revenue.

Page 2

Calculation of taxable premiums as follows:

Domestic casualty and domestic fire insurers will use Lines 1 through 5 and Lines 10 through 13.

Domestic life insurers will use Lines 6 through 13.

Casualty and Fire Insurance**Line 1**

Direct Premiums: Enter the difference of total direct premiums written reported on the Pennsylvania business page less ocean marine premiums less accident and health premiums. Ocean marine premiums are reported on the RCT-124 and accident and health premiums are reported below on Line 10. The direct premiums written as reported on the Pennsylvania business page already includes the adjustment for returned and cancelled policies.

OR

Cash Basis: Enter the direct premiums received; provide a schedule of taxable premiums. Show the beginning and ending receivables and any other deductions or additions.

Line 2 - Enter the extraordinary medical benefit premiums. To claim the deduction for extraordinary medical benefit premiums, you must include the policy numbers and premium amounts for any deduction taken. Schedule T should also include a footnote to report the premiums.

Line 3 - Enter the dividends to policy holders from the Pennsylvania business page.

Line 4 - Enter any other deductions. A schedule detailing all other deductions must be provided.

Line 5 - Taxable Fire and Casualty Premiums

Enter the difference of Line 1 minus Lines 2, 3 and 4.

Life Insurance**Line 6 - Gross Life Premiums (Direct Written Basis)**

Enter the total life premiums from the Pennsylvania business page.

Line 7 - Enter the dividends to policy holders from the Pennsylvania business page.

Line 8 - Enter any other deductions. A schedule detailing all other deductions must be provided.

Line 9 - Taxable Life Premiums

Enter the difference of Line 6 minus Lines 7 and 8.

Accident and Health Insurance**Line 10 - Gross Direct Accident and Health Premiums**

Enter the total accident and health premiums from the Pennsylvania business page.

Line 11 - Enter the dividends to policy holders from the Pennsylvania business page.

Line 12 - Enter any other deductions. A schedule detailing all other deductions must be provided.

Line 13 - Taxable Accident and Health Premiums

Enter the difference of Line 10 minus Lines 11 and 12.

Line 14 - Total Taxable Premiums

Enter the sum of Lines 5, 9 and 13.

Line 15 - Tax

Multiply Line 14 by 0.02. Carry the tax to RCT-121A Page 1, Line 1a, 1b or 1c (This is based on the company's original registration with the Pennsylvania Insurance Department).

Line 16 - Enter the company's state of domicile.

Line 17 - Enter the company's NAIC number.