



**DEPARTMENT OF INSURANCE  
STATE OF ARIZONA**

Financial Affairs Division- Tax Unit  
2910 North 44<sup>th</sup> Street, Suite 210  
Phoenix, Arizona 85018-7269  
Phone: (602) 364-3997  
Fax: (602) 364-3989

**AHCCCS CONTRACTOR  
QUARTERLY PREMIUM TAX  
INSTRUCTIONS**

FORM NAME	FORM DESCRIPTION	DUE DATE
E-QTR	AHCCCS CONTRACTOR Quarterly Premium Tax Report	March 15
		June 15
		September 15
		December 15

**WHO MUST FILE:** You must file quarterly tax reports and pay the estimated premium tax on or before the Due Dates shown above. ARS §§ 36-2905 and 36-2944.01.

**DUE DATE:** The Quarterly Premium Tax Reports **AND** the payment of tax must be filed on or before the Due Date.\*

**HOW TO COMPLETE THE FILLABLE FORM:** You must provide the following information in each Quarterly Premium Tax Report filed:

**Top Portion:** Your AHCCCS Contractor name, Federal I.D., Preparer's name and contact information

1. **Check the box** that corresponds to the quarter for which you are filing.
2. Enter the **PLAN I.D. NUMBER** assigned by AHCCCS for each type of plan for which you provide services under a contract with AHCCCS.

Enter the **ESTIMATED AMOUNTS** of the total capitation, including reinsurance and any other reimbursement paid to you by AHCCCS during the calendar quarter for each Plan Type. Since the tax is due prior to the close of the calendar quarter, you must reasonably estimate the total amounts for the quarter. To reasonably estimate the total amounts for the quarter, you should:

- a) Determine the latest date by which you must prepare the tax report to assure timely filing and payment.
- b) Account for all amounts actually paid during the calendar quarter up to the date that the report is prepared.
- c) Determine if recent enrollment activity will generate additional payments to you from AHCCCS.

3. **Premium Tax Due** – Sum of 2% of Line 2 total.
4. Follow the instructions to determine the computation and payment for late payments.
  - 4a. **Penalty** is the greatest of 5% of the tax paid late or \$25
  - 4b. **Interest** is 1% of the tax paid late, per month.
  - 4c. Results for **Total Penalty and Interest Due** will calculate on line
5. Tab sequence will take you to Page 2 for an **OPTIONAL PRIOR QUARTER ADJUSTMENT COMPUTATION**. Follow the instructions on Page 2 if you elect to complete it. The result will carry to **Page 1 Line 5**.
6. **Total Payment Due** - Sum of lines 3, 4c and 5.

**TO FILE AND PAY ELECTRONICALLY:** *We no longer accept ACH payments.* You can **electronically file tax reports and pay taxes and fees** using the NAIC **OPTins** system:

- Visit the NAIC Web site at <https://eapps.naic.org/optins-static/index.html>
- View the *Industry Tutorial* or download the *Industry User Manual* found on <https://eapps.naic.org/optins-static/implementation.html>
- Contact the OPTins Help Desk at [optinshelp@naic.org](mailto:optinshelp@naic.org) or (816) 783-7990

*Note: To use OPTins, you must establish an account and electronic funds transfer protocol with the NAIC, which can take up to two weeks.*

**TO PAY BY CHECK:** Mail the hard copy of your completed tax report **with** your check payable to the **Arizona Department of Insurance** to the address above.

**STATE AGENCIES ONLY:** Mail or hand-deliver Companion Transfer forms with hard copy of completed tax reports.

**CIVIL PENALTY AND INTEREST FOR LATE TAX PAYMENT:** You should compute and pay Penalty and Interest\* when you pay the tax late, except for the payments made as Adjustment For Previous Quarter described in paragraph 5 above. Each year before April 1<sup>st</sup>, we will reconcile the tax paid by you to the actual amount of reimbursement paid to you by AHCCCS in the preceding calendar year. We will assess additional tax, applicable penalty and interest with a Notice of Right of Appeal if you underpaid the tax for the calendar year period. **We will issue a refund** if you overpaid the tax for the calendar year period.