

# 2017 Fire Safety Surcharge Return

For the period of (check one):

- Jan. 1 – March 31, 2017** (Due May 15)     
  **April 1 – June 30, 2017** (Due Aug. 15)     
  **July 1 – Sept. 30, 2017** (Due Nov. 15)     
  **Oct. 1 – Dec. 31, 2017** (Due Feb. 15, 2018)

Print or Type	Name of Insurance Company			Check if: <input type="checkbox"/> Amended Return <input type="checkbox"/> No Activity Return
	Mailing Address		FEIN	Minnesota Tax ID (required)
	City		NAIC Number	State/Country of Incorporation
	State		Zip Code	Contact Person
	Email Address		Website Address	Daytime Phone
			Fax Number	

**Note:** Numbers in parentheses refer to line numbers on NAIC Minnesota state page. Also include all finance and service charges.

	A	B	C
	Direct Premiums	Dividends	Gross Premiums (A minus B)
<b>1</b> Homeowners policies (4) .....	<b>1</b> _____	_____	_____
<b>2</b> Fire policies (1) .....	<b>2</b> _____	_____	_____
<b>3</b> Commercial nonliability policies (5.1) .....	<b>3</b> _____	_____	_____
<b>4</b> Total (add lines 1 through 3) .....	<b>4</b> _____	_____	_____
<b>5</b> Surcharge rate (0.5%) .....			<b>5</b> <u>0.005</u>
<b>6</b> Surcharge (multiply line 4c by the rate on line 5) .....			<b>6</b> _____
<b>7</b> Penalty (see instructions) .....			<b>7</b> _____
<b>8</b> Interest (see instructions) .....			<b>8</b> _____
<b>9 TOTAL AMOUNT DUE (or overpaid)</b> (add lines 6 through 8) .....			<b>9</b> _____

**If you owe additional tax (make separate payments for each period):**  
 Payment method:  Electronic payment  Check (payable to Minnesota Revenue; write MN tax ID number on check; attach voucher)  
 Enter amount paid \_\_\_\_\_ Date paid \_\_\_\_\_  
 (If amount paid is different from amount due on line 9, attach an explanation.)

**If you overpaid:** Overpayments will be refunded.

*I declare that this return is correct and complete to the best of my knowledge and belief.*

Sign Here	Authorized Signature	Title	Date	Daytime Phone	<input type="checkbox"/> I authorize the Minnesota Department of Revenue to discuss this tax return with the preparer.
	Signature of Preparer	Print Name of Preparer	Date	Daytime Phone	

Mail to: Minnesota Revenue, P.O. Box 1780, St. Paul, MN 55145-1780

# MINNESOTA • REVENUE

## 2017 Form IG261 Instructions

For insurance tax laws, see *Minnesota Statutes, Chapter 2971* at [www.leg.state.mn.us](http://www.leg.state.mn.us).

### Filing Requirements

The fire safety surcharge is effective for insurers licensed to write homeowners, fire and commercial nonliability policy premiums.

This surcharge does not apply to Minnesota township mutual fire insurance companies organized under M.S. 67A.

Mutual property and casualty companies (described in M.S. 297I.05, subd. 3 and 4) shall elect to collect and file the fire safety surcharge (Form IG261) or the (Form IG262).

The election must be made by Dec. 31 of each year for insurance for policies written or renewed in the succeeding calendar year. (M.S. 297I.06).

### Due Dates

File your quarterly Form IG261 and pay any surcharge due by May 15, Aug. 15 and Nov. 15 of the current year and Feb. 15 of the following year. Please make separate electronic payments or write separate checks for each return.

The U.S. postmark date, or date recorded or marked by a designated delivery service, is considered the filing date (private postage meter marks are not valid). When the due date falls on a Saturday, Sunday or legal holiday, returns and payments electronically made or postmarked the next business day are considered timely. When a return or payment is late, the date it is received at the Department of Revenue is treated as the date filed or paid.

**Extension for filing return.** If good cause exists, you may request a filing extension.

### Payments

#### Electronic Payments

If your total insurance taxes and surcharges for the last 12-month period ending June 30 is \$10,000 or more, you are required to pay your tax electronically in all subsequent years.

You must also pay electronically if you're required to pay any Minnesota business tax electronically, such as sales or withholding tax.

To pay electronically, go to the department's website at [www.revenue.state.mn.us](http://www.revenue.state.mn.us) and log in. If you do not have Internet access, call 1-800-570-3329 to pay by phone. You'll need your user name, password and bank routing and account numbers. When paying

electronically, you must use an account not associated with any foreign banks.

If you use other electronic payment methods, such as ACH credit method or Fed Wire, instructions are available on our website or by calling Business Registration Office at 651-282-5225 or 1-800-657-3605.

Submit separate payments for each return.

#### Check Payments

If you're not required to pay electronically and are paying by check, visit our website at [www.revenue.state.mn.us](http://www.revenue.state.mn.us) and click on "Make a Payment" and then "By check" to create a voucher. Print and mail the voucher with a check made payable to Minnesota Revenue.

When you pay by check, your check authorizes us to make a one-time electronic fund transfer from your account, and you may not receive your canceled check.

### Instructions

#### Check Boxes

At the top of the form, check if the return is:

- **an Amended Return:** Check only if you are amending a previously filed return for the same period. Include all original and corrected premiums on the amended return.
- **a No Activity Return:** Check only if you did not write any applicable premiums.

#### Line Instructions

*Premiums must include finance, service and other charges paid to the insurers.*

#### Line 1

Enter all homeowners multi-peril premiums written (line 4, Minnesota state page).

#### Line 2

Enter all fire premiums written (line 1, Minnesota state page).

#### Line 3

Enter the nonliability portion of all commercial premiums written (line 5.1, Minnesota state page).

#### Line 7 – Penalty

**Late Payment.** If you do not pay the entire surcharge by the due date, a late payment penalty is due. The penalty is 5 percent of the unpaid surcharge for any part of the first 30 days the payment is late, and 5 percent for each additional 30-day period, up to a maximum of 15 percent.

**Late Filing.** Add a late filing penalty to the late payment penalty if your return is not filed by the due date. The penalty is 5 percent of the unpaid surcharge. When added to the late payment penalty, the maximum combined penalty is 20 percent.

**Payment Method.** If you are required to pay electronically and do not, an additional 5 percent penalty applies to payments not made electronically, even if a paper check is sent on time.

#### Line 8 – Interest

You must pay interest on the unpaid surcharge plus penalty from the due date until the total is paid. The interest rate for calendar year 2017 is 4 percent. The interest rate may change for future years.

To figure how much interest you owe, use the following formula with the appropriate interest rate:

Interest =

(surcharge + penalty) x # of days late x interest rate ÷ 365

### Mailing Your Return

Mail your return and all required attachments to: Minnesota Revenue, P.O. Box 1780, St. Paul, MN 55145-1780.

For express deliveries, use our street address: 600 N. Robert St., St. Paul, MN 55101

### Business Information Changes

Be sure to let us know within 30 days if you change mailing addresses, phone numbers or any other business information. To do so, go to our website, login to e-Services and update your profile information. By notifying us, we will be able to let you know of any changes in Minnesota tax laws and filing requirements.

### Information and Assistance

Website: [www.revenue.state.mn.us](http://www.revenue.state.mn.us)

Email: [insurance.taxes@state.mn.us](mailto:insurance.taxes@state.mn.us)

Phone: 651-556-3024

This material is available in alternate formats.

**For questions about licensing and regulations,** contact the Minnesota Department of Commerce:

Website: [www.mn.gov/commerce](http://www.mn.gov/commerce)

Email: [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us)

Phone: 651-539-1599 or 1-800-657-3978

Fax: 651-539-0107