

**Form INS-7  
2023**

**Maine Revenue Services  
Nonadmitted Premiums Tax  
(Self-Procured & Surplus Lines)  
Annual Reconciliation / Return**



99

\*2232000\*

**Period Covered:**  
January 1 - December 31, 2023  
**Due Date: March 15, 2024**

**NOTE:** If the Producer is filing, enter name (last, first, middle initial) and SSN; or, if the Agency is filing on behalf of the Producer, enter the Agency Name and EIN. **Do not complete both Producer and Agency boxes.**  
Self-Procured filers: if individual, enter SSN; if entity, enter EIN. **Do not enter producer's license number below.**

**CHECK ALL THAT APPLY:**

Producer or Self-Procured Individual:  Last Name  First name  MI  SSN

**OR**

Agency or Self-Procured Entity:  Name  EIN

Mailing Address:  City  State  ZIP Code

Contact Name:  Company/Employer\*

\*Individual Producer's name of employer or agency.

- Initial return
- Amended return
- Made estimated payments during the year
- Change of name/address

Check this box if reporting self-procured premiums on line 1.

**Tax Computation**

1. Nonadmitted Gross Direct Insurance Premiums .....	1.	<input type="text"/>	<b>.00</b>
<b>2. Deductions</b>			
2a. Return premiums.....	2a.	<input type="text"/>	<b>.00</b>
2b. Dividends paid, credited or allowed on direct premiums.....	2b.	<input type="text"/>	<b>.00</b>
3. Total Deductions (line 2a plus line 2b).....	3.	<input type="text"/>	<b>.00</b>
4. Amount Taxable (line 1 minus line 3). If less than zero, enter 0. ....	4.	<input type="text"/>	<b>.00</b>
5. Maine Premiums Tax (line 4 x 0.03) .....	5.	<input type="text"/>	<b>.00</b>
6. Estimated Payments .....	6.	<input type="text"/>	<b>.00</b>
7. Balance Due (If line 5 is greater than line 6, line 5 minus line 6) .....	7.	<input type="text"/>	<b>.00</b>
8. Overpayment (If line 6 is greater than line 5, line 6 minus line 5) .....	8.	<input type="text"/>	<b>.00</b>
9a. Portion of overpayment on line 8 to be applied to next year's estimated tax .....	9a.	<input type="text"/>	<b>.00</b>
9b. Portion of overpayment on line 8 to be refunded (line 8 minus line 9a).....	9b.	<input type="text"/>	<b>.00</b>

**See page 2 for the 2024 Estimated Payment of Tax requirements**

**Affidavit and Signature**

This return is made in compliance with the provisions of 36 M.R.S. § 2521-A. The amount of all nonadmitted insurance premiums on insurance subject to Maine tax for the above period has been reported. Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Date:  Signature:  Phone #:

Must be signed by the Self-Procured Person or Producer with Nonadmitted Insurance Authority.

Date:  Preparer's Signature:  ID Number:

Use the Maine Tax Portal at [revenue.maine.gov](http://revenue.maine.gov) to file, pay, correspond with MRS, and manage your tax account.



Revised: December 2023

## General Instructions

**Who Must File.** Every licensed producer and self-procured person/entity that has nonadmitted gross direct insurance premiums as described in the instructions for line 1 below must file Form INS-7. A fraternal benefit society, order, or lodge, as defined in 24-A.M.R.S. section 4101(1) is exempt from Maine insurance premiums taxes.

**Election to Report on Behalf of Employee Producers.** An agency may elect to report and pay nonadmitted insurance premiums tax on behalf of all of its employee producers. To make this election, the agency must include a statement listing the name and social security number of the licensed producer(s)/employee(s).

**When to File.** The annual return and the final tax payment for 2023 are due **March 15, 2024**.

**Estimated Payment of Tax.** Insurers must make estimated tax payments during the calendar year. Estimated tax payments for 2024 are due April 30, June 25, and October 31, 2024. Each estimated payment must be filed using Form INS-6 (Maine Estimated Payment for Nonadmitted Premiums Tax).

For tax years beginning on or after January 1, 2024, the surplus lines producer or the insured may elect to make estimated tax payments equal to 3% of the premiums on contracts written during each estimated tax period.

Otherwise, the payments due on April 30 and June 25 must each equal 35% of the total tax liability for 2023 or at least 35% of the total tax liability for 2024 and the October installment must equal 15% of the total tax liability for 2023 or 15% of the total tax liability for 2024. The balance due must be submitted with the 2024 Form INS-7.

An insurance company with an annual tax liability not exceeding \$1,000 is not required to pay estimated payments.

Self-procured filers must base each estimated payment on actual premiums for the period.


**Note:** Certain taxpayers with large annual tax liabilities are required to remit tax payments electronically. See MRS Rule 102 on the MRS website at [www.maine.gov/revenue/publications/rules](http://www.maine.gov/revenue/publications/rules) for details.

**Maine Surplus Lines Account Number.** In the space provided, enter the producer's SSN or, if an agency is filing on behalf of its employees, the agency's federal EIN. If self-procured filer, enter the individual's SSN or entity EIN.

**Line 1. Nonadmitted Gross Direct Insurance Premiums. Licensed producers** enter the gross direct premiums received from persons whose principal place of business or principal residence is in Maine and whose insured risk is entirely or partially in Maine. In addition, regardless of the location of the insured risk, enter gross direct premiums received with respect to insurance policies that meet all of the following: **1)** the policy is held by a person whose principal place of business or principal residence is outside Maine; **2)** none of the insured risk of the policy is located in the state of the insured's principal place of business or principal residence; and **3)** the greater percentage of the insured risk of the policy is in Maine.

**Self-procured persons whose principal place of business or principal residence is in Maine and whose insured risk is entirely or partially in Maine:** Enter the total gross direct premiums received, regardless of the location of the risk.

**Self-procured persons whose principal place of business or principal residence is outside Maine:** Regardless of the location of the risk, enter gross direct premiums received with respect to insurance policies that meet both of the following: **1)** none of the insured risk of the policy is located in the state of the insured's principal place of business or principal residence; and **2)** the greater percentage of the insured risk of the policy is in Maine.

**Maine Electronic Filing.** Use the Maine Tax Portal ("MTP")  to create and manage your Maine insurance tax account, file tax returns, and pay Maine estimated premiums tax at [revenue.maine.gov](http://revenue.maine.gov). If filing a paper return, make check payable to Treasurer, State of Maine and mail with return to: Maine Revenue Services, P.O. Box 1065, Augusta, ME 04332-1065. If not enclosing a payment, mail the return to: Maine Revenue Services, P.O. Box 1064, Augusta, ME 04332-1064.

**Interest and Penalties.** For calendar year 2024, the interest rate is 10%, compounded monthly. The penalty for failure to file a return on time is the greater of \$25 or 10% of the tax due, unless the return is filed more than 60 days after the receipt of a demand notice from the State Tax Assessor, in which case the failure-to-file penalty is the greater of \$25 or 25% of the tax due. The penalty for failure to pay a tax liability timely is 1% of the outstanding liability for each month or fraction thereof during which the failure continues, to a maximum of 25% of the outstanding liability.

**Whole Dollar Amounts.** Enter money items as whole dollar amounts. Drop any amount under 50 cents to the lower dollar amount and increase any amount 50 cents through 99 cents to the higher dollar amount.

### For Information and Forms:

Website: [www.maine.gov/revenue](http://www.maine.gov/revenue)  
Telephone: (207) 624-9753  
Monday-Friday, 9 a.m. - 12 p.m.  
Order Forms: (207) 624-7894

**Statutory References.** 36 M.R.S. §§ 2512 through 2536.

**Supporting Records.** Taxpayers should be prepared to provide supporting documentation for reported amounts. Adequate records must be maintained in a manner that ensures their accessibility by the State Tax Assessor for a period of at least six years.

A premium is an amount paid or payable for an insurance policy, including all fees (except provider fees paid for service contracts), such as membership, policy, survey, inspection, service and finance fees in consideration for an insurance policy.

**Note:** Agencies reporting on behalf of employee producers must attach a schedule with the name, social security number and portion of taxable premiums attributable to each producer for whom the agency is filing.

**2a. Return premiums.** Enter the amount of direct return premiums that were returned to the policyholder during the tax year. Include return premiums paid that were subject to the Maine surplus lines premiums tax in a prior year, as well as return premiums that were paid in 2023 and included on line 1.

**2b. Dividends paid, credited or allowed on direct premiums.** Enter the amount of direct dividends paid to the policyholder during the tax year. Include dividends paid that were subject to the Maine surplus lines premiums tax in a prior year, as well as dividends that were paid in 2023 and included on line 1.

**Line 6. Estimated Payments.** Enter the overpayment carried forward from 2022 and any estimated payments made during 2023.

**Line 9a. Portion of overpayment to be applied to next year's estimated tax.** Use this line only if you want to have all or part of the overpayment on line 8 applied as an estimated payment to your 2024 Maine surplus lines premiums tax.