

Captive Insurance Company

Certificate of Authority Renewal Form

Pursuant to District of Columbia Code Section § 31-3931.09(d), all licensed captive insurance companies shall renew its Certificate of Authority annually not later than April 30th of each year succeeding the date of issuance. The Commissioner may impose an administrative fine or penalty on a captive insurer or protected cell that fails to renew its certificate of authority before August 1. The Commissioner may suspend or revoke the certificate of authority of a captive insurer or protected cell that fails to renew its certificate of authority on or after August 1. Please follow the below instructions carefully.

Renewal Procedure:

The annual company renewal fee is **\$300.00**. Checks should be made payable to the **DC Treasurer**. **Please send a copy of this renewal form with the payment.** To ensure a smooth renewal process, **we recommend paying the renewal fee along with the premium tax fee, preferably through OPTins. You may also upload your renewal and premium tax forms directly to OPTins.** If you submit both the payments and forms through OPTins, there is no need to send a copy of the certificate of authority renewal form, premium tax return form, or payment details report via email. Please note that OPTins offers the option to pay renewal fees for purposes other than the COA renewal for Captives. Verify the amount and account before making a payment. **Any amount other than \$300 does not constitute the captive insurance renewal fee. In addition to paying via check or OPTins, the fee can be paid via wire. If paying by wire, we recommend paying the renewal fee along with the premium tax fee. See wire payment instructions attached.** All renewal requests must be received at the address below as soon after March 1 as possible, but no later than April 30.

Renewal Mailing Address (if paying by check):

DC Treasurer
Insurance Bureau
PO Box 712180
Philadelphia, PA 19171-2180

If paying by check or wire, please send a copy of this Renewal of Certificate of Authority Form and a copy of the check or wire details to Sean O'Donnell, via email at captive.filings@dc.gov If paying via OPTins, this step is not necessary.

Fields marked with an (*) are required fields.

Company Name:*

Group Number:

NAIC Number: (numeric - example: 12345)

FEIN Number: - (numeric - example: 12-1234567)

COA Recipient's Name:*

Title:*

Phone: * Fax: *

Email:*

Mailing Address: *
for COA Delivery

City: * State: * Zip: *

Date: *

1) OPTins: Insurers using OPTins to file and pay premium taxes, may also elect to pay the (\$300.00) annual certificate of authority renewal fee using OPTins. You may also upload your renewal and premium tax forms directly to OPTins. **This is encouraged.** To file using OPTins, insurers must establish an OPTins account with the NAIC. For more information, please visit OPTins at www.optins.org or optinshelp@naic.org. Insurers electing not to use OPTins to file their tax returns **MAY NOT** use OPTins to pay the annual certificate of authority renewal fee.

2) ELECTRONIC PAYMENT INSTRUCTIONS FOR PAYMENTS TO THE RISK FINANCE BUREAU

BENEFICIARY BANK: WELLS FARGO BANK, N.A.
1750 H Street, NW, Suite 500
WASHINGTON, DC 20005

ABA#: 121000248

BENEFICIARY ACCOUNT#: 2000043154898

ACCOUNT TYPE: CHECKING

ACCOUNT TITLE: INSURANCE BUREAU (DISR)LOCKBOX

BENEFICIARY ADDRESS: 1101 4th Street SW # 800W, Washington DC 20024

PAYMNET TYPE: ACH

PAYMENT DESCRIPTION/ADDENDA*: RFB/Company Name/Payment Type

NACHA FORMAT: CTX/CCD, CTX is Preferred

*The "Transfer Memo/Payment Description/addenda" information is crucial to ensure that your payment is directed to the Risk Finance Bureau. Please be sure to include this information on your ACH transfer.

Sample of Payment Description/Addenda as follows:

RFB-Captives/ABC Company/08101/Premium Tax and COA Renewal

- RFB
- Company Name: ABC Company
- Payment Type: 08101 (RFB Payment)
- Payment For: Premium Tax, COA Renewal, New Company COA, Application Fee, Certificate Fee

***PLEASE EMAIL A PDF OF THE PAYMENT DETAILS REPORT AND ANY OTHER SUPPORTING DOCUMENTATION (PREMIUM TAX RETURN FORM, CERTIFICATE OF AUTHORITY RENEWAL FORM, ETC.) TO captive.filings@dc.gov. IF PAYING VIA OPTINS, THIS STEP IS NOT NECESSARY. YOU MAY UPLOAD YOUR RENEWAL AND PREMIUM TAX FORMS DIRECTLY TO OPTINS.**