

AUTOMOBILE SERVICE CORPORATIONS

AUTOMOBILE SERVICE CORPORATION NAME: _____ Certificate of Authority Number: _____

REQUIRED FILINGS IN THE STATE OF: ALASKA Filings Made During the Year 2024

(1) Check- list	(2) Line #	(3) REQUIRED FILINGS FOR THE ABOVE STATE **	(4) NUMBER OF COPIES*		(5) DUE DATE	(6) FORM SOURCE	(7) APPLICABLE NOTES
			Domestic	Foreign			
I. FINANCIAL STATEMENTS							
	1	Unaudited Financial Statement	1	1	3/1	Company	Note K
	2	Quarterly Financial Statement	1	xxx	5/15, 8/15, 11/15	Company	Foreign: File only if required by director
I. AUDITED FINANCIAL STATEMENTS							
	3	Audited Financial Statement	1	1	6/1	Company	Can be filed by 3/1 in lieu of unaudited Financial Statement
II. STATE REQUIRED FILINGS							
	4	Annual Premium Tax Payment			3/1	State	Note D
	5	Annual Premium Tax Report	1	1	3/1	State	Note B
	6	Bond Continuation Certificate	1	1	Annually when last certificate expires	Other	
	7	Designation of Persons to Contact	1	1	ONLY IF CHANGED	State	ONLY IF CHANGED
	8	Designation of Person to Receive Service of Process	1	1	ONLY IF CHANGED	State	ONLY IF CHANGED
	9	Filings Checklist (with Column 1 completed)	xxx	xxx	xxx	State	For corporation use only
	10	Quarterly Estimated Premium Tax Payments			5/31, 8/31, 11/30	State	Note L
	11	Quarterly Premium Tax Reports	1	1	5/31, 8/31, 11/30	State	Note L
	12	State Filing Fees Payments			3/1	State	Note C

*If xxx appears in this column, this state does not require this filing,

**Alaska Administrative Code 3 AAC 21.485 – Filings required for an automobile service corporation.

	NOTES AND INSTRUCTIONS	
A	Required Filings Contact Person:	Rebecca Nesheim, Tax Auditor (907) 465-2584 rebecca.nesheim@alaska.gov
B	Mailing Address:	Corporation Financial Filings: Chief Financial Examiner (not including Tax Report) Alaska Division of Insurance 550 West 7 th Avenue, Suite 1560 Anchorage, AK 99501-3567 Annual Premium Tax Report: Required: OPTins
C	Mailing Address for Filing Fees:	Required to pay via OPTins through the NAIC. The Annual Premium Tax Report includes the \$100 Annual Statement Filing Fee and \$2,250 Certificate of Authority Continuation Fee. Fees must be paid by the Automated Clearing House (ACH) payment method.
D	Mailing Address for Premium Tax Payments:	Required to pay via OPTins through the NAIC. Taxes must be paid by the Automated Clearing House (ACH) payment method. OPTins requires payment to be received before being released to the state.
E	Delivery Instructions:	All filings must be submitted no later than indicated due date. If due date falls on a weekend or holiday, then the deadline is extended to the next business day. Required is to file annual premium tax report via OPTins through the NAIC.
F	Late Filings and Payments:	Late Annual Financial Statement Filings Penalty: \$100.00 for each day the corporation fails to file in the form required and within the time established to the director's designee. The director's designee is as given in the checklist and these instructions. Late Tax Payment Penalty: \$50 per month plus five percent of the tax due per month or part of a month up to a maximum of \$250 plus 25 percent of the tax due and interest of one percent per month or part of a month. If not paid by the Automated Clearing House payment method, a penalty of 25 percent of the tax due, with a minimum of \$100 and maximum of \$2,000.
G	Original Signatures:	Two original signatures of officers required on all filings for domestic corporations. Facsimile accepted for foreign corporations.
H	Amended Filings:	Amended filings must be filed within 30 days of completion along with an explanation of the amendment and submitted in the same format to the same address as the original filing.
I	Exceptions from normal filings:	Letter to Chief Financial Examiner, Alaska Division of Insurance, 550 W. 7 th Avenue, Suite 1560, Anchorage, AK 99501-3567
J	Filings new, discontinued or modified materially since last year:	OPTins requires payment to be received before filing and payment will be released to the state. Filed date will be based upon when released to the state.
K	Unaudited Financial Statement	Must have a verification attached to unaudited financial statements due March 1. Example: I, _____(printed name), _____(title), and I, _____(printed name), _____(title), hereby certify that the attached Financial Statements have been prepared on a GAAP basis and are true and correct statements of the assets and liabilities and of the condition and affairs of _____(Name of Automobile Service Corporation) as of December 31, _____. /Signed Name/ /Signed Name/
L	Quarterly Tax Reports and Estimated Tax Payments:	If the 2023 tax was \$10,000 or more, the insurer is required to make estimated quarterly tax payments throughout 2024, required via OPTins . See Note F for late payments.
M	Division of Insurance Web Site:	www.insurance.alaska.gov
N	Due Date Extensions for Filings:	No extensions allowed. Filings are to be submitted by the due date.

General Instructions

For Corporations to Use Checklist

Alaska does not want to receive a copy of the checklist.

Column (1) (Checklist)

Corporations may use the checklist to identify what documents the state requires. Alaska does not want a copy of this checklist.

Column (2) (Line #)

Line # refers to a standard filing number used for easy reference. This line number may change from year to year.

Column (3) (Required Filings)

Name of item or form to be filed.

Column (4) (Number of Copies)

Indicates the number of copies that each foreign or domestic corporation is required to file for each type of form.

Column (5) (Due Date)

Indicates the date on which the corporation must file the form.

Column (6) (Form Source)

This column contains one of three words: "State," "Company" or "Other." If this column contains "State," the state will make the forms available online with the filing instructions. If this column contains "Company," the corporation, or its representative (e.g., its CPA firm), is expected to provide the form based upon the appropriate state instructions. If the column says "Other" the form must be obtained from other required source.

Column (7) (Applicable Notes)

This column contains references to the Notes and Instructions that apply to each item listed on the checklist. The corporation should carefully read these notes before submitting a filing.