



FINANCE
NEW YORK

NYC
FP

NEW YORK CITY DEPARTMENT OF FINANCE

ANNUAL REPORT OF FIRE PREMIUMS TAX
UPON FOREIGN AND ALIEN INSURERS

Pursuant to Title 11, Chapter 9 of the NYC Administrative Code

DO NOT WRITE IN THIS SPACE - FOR OFFICIAL USE ONLY

CHECK THE
APPLICABLE
BOXES

FINAL RETURN - DATE BUSINESS ENDED: _____

AMENDED RETURN

INITIAL RETURN - DATE BUSINESS BEGAN: _____

Calendar year _____

PRINT OR TYPE

Name
Address (number and street)
City and State Zip Code

EMPLOYER IDENTIFICATION NUMBER
[] [] - [] [] [] [] [] [] [] [] [] []

SCHEDULE A Computation of Tax

A. Payment Pay amount shown on line 11 - Make check payable to: NYC Department of Finance

Table with 4 columns: Description, COLUMN A (NET NYC PREMIUMS), COLUMN B* (PERCENTAGE TAXABLE), and COLUMN C (TAXABLE PREMIUMS). Rows include amounts for FIRE, AUTO, and HOME OWNERS insurance, plus total taxable premiums and tax due.

*Column B - Percentage of New York City premiums attributable to Fire Insurance
Note: Entries must be made in all appropriate columns including percentage taxable.

CERTIFICATION OF AN ELECTED OFFICER OF THE CORPORATION

I hereby certify that this return, including any accompanying schedules or statements has been examined by me and is, to the best of my knowledge and belief, true, correct and complete.
Signature of officer, Title, Telephone Number, Date, Preparer's signature, DATE, Firm's name, Address, Zip Code, Preparer's Social Security Number, Firm's Employer Identification Number, Check if Self-Employed.

To receive proper credit, you must enter your correct Employer Identification Number on your tax return and remittance. This return and all accompanying documents must be postmarked by March 1 following the close of the preceding tax year. Make remittance payable to the order of: NYC DEPARTMENT OF FINANCE. Payment must be made in U.S. dollars, drawn on a U.S. bank.

MAILING INSTRUCTIONS ARE ON THE REVERSE SIDE

LIST COMPLETE NAMES, PRINCIPAL BUSINESS ADDRESSES AND EMPLOYER IDENTIFICATION NUMBERS FOR ALL MEMBERS OF THIS GROUP.
(ATTACH ADDITIONAL PAGES IF NECESSARY)

NAME	ADDRESS	EMPLOYER IDENTIFICATION NUMBER	TAX PAID
GROUP NAME ➡			
MEMBER ▼			
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Mail remittance and return to →

NYC DEPARTMENT OF FINANCE
AUTOMATED TAX PROCESSING UNIT
FIRE PREMIUMS SECTION
25 ELM PLACE, 3RD FLOOR
BROOKLYN, NY 11201-5807

GENERAL INFORMATION

DEFINITIONS

1. **“Alien Insurer”** Any insurer incorporated or organized under the laws of any foreign nation, or of any province or territory not included under the definition of a foreign insurer.
2. **“Foreign Insurer”** Any insurer, except a mutual insurance company taxed under the provisions of Section 9105 of the Insurance Law, incorporated or organized under the laws of any state, as herein defined, other than this state.
3. **“Fire insurance corporation, association or individuals”** Any insurer, regardless of the name, designation or authority under which it purports to act, which insures property of any kind or nature against loss or damage by fire.
4. **“Loss or damage by fire”** Loss or damage by fire, lightning, smoke, or anything used to combat fire, regardless of whether such risks or the premiums therefore are stated or charged separately and apart from any other risk or premium.
5. **“State”** Any state of the United States and the District of Columbia.

REQUIREMENTS FOR FILING

Every foreign and alien insurer is required, pursuant to the provisions of Title 11, Chapter 9 of the NYC Administrative Code, to pay to the Department of Finance on or before March 1 following the close of the previous tax year (January 1 to December 31) the amount of 2% of net New York City premiums (all New York City premiums, less return premiums) received or written from January 1 to December 31 for any insurance against loss or damage by fire on real or personal property in the City of New York (including that portion of fire premiums in automobile and multiple peril policies which insures against loss or damage by fire) and to file with the Department of Finance, at the time of paying the tax, a verified report setting forth the net New York City premiums upon which the tax is payable.

If no premiums were received during the tax year, a letter to that effect, signed by an official of the insurer, is to be submitted.

Any insurer engaged solely in reinsurance is required to submit an affidavit stating that its transactions are restricted to reinsurance and that it has not issued any direct policies in the City of New York.

WHEN AND WHERE TO FILE

The report and all accompanying documents, including payment, must be filed and postmarked on or before March 1, covering the preceding tax year from January 1 to December 31. Reports and remittances should be mailed to:

NYC Department of Finance
Automated Tax Processing Unit
Fire Premiums Section
25 Elm Place, 3rd Floor
Brooklyn, NY 11201-5807

PLACE OF BUSINESS TO BE REPORTED

Any change in principal place of business or termination of any office or place of business in New York City must be reported within 15 days after the change or termination.

SPECIFIC INSTRUCTIONS

LINES 1 THROUGH 6 - NET PREMIUMS/TAXABLE PREMIUMS

1. Enter on line 1 through line 6, in column A, the New York City net premiums (all New York City premiums, less return premiums) received or written from January 1 to December 31 in the year preceding the due date of the return for any insurance against loss or damage on real or personal property in the City of New York, including any automobile and multiple peril policies which insure against loss or damage.
2. Enter on line 1 through line 6, column B, the percentages of the net New York City premiums attributable to fire insurance and to be applied to column A in order to arrive at the taxable premiums, line 1 through line 6, column C.

LINE 7 - TOTAL TAXABLE PREMIUMS

Enter on line 7, column C, the total taxable premiums (the sum of line 1 through line 6, column C).

LINE 8 - TOTAL TAX DUE

Enter on line 8, column C, the total tax due (2 % of line 7, column C).

LINE 9 - INTEREST

If the tax is not paid on or before the due date (determined without regard to any extension of time), interest must be paid on the amount of the underpayment from the due date to the date paid. For information as to the applicable rate of interest, call Taxpayer Assistance at: (718) 935-6000. Interest amounting to less than \$1 need not be paid.

LINE 10 - ADDITIONAL CHARGES/PENALTIES

- a) If you fail to file a return when due, add to the tax (less any payments made on or before the due date or any credits claimed on the return) 5% for each month or partial month the return is late, up to 25%, unless the failure is due to reasonable cause.
- b) If the return is filed more than 60 days late, the minimum late filing penalty will be equal to the lesser of a) \$100 or b) 100% of the amount required to be shown as tax due on the return (less any payments or credits claimed).
- c) If you fail to pay the tax shown on the return by the prescribed filing date, add to the tax (less any payments made or any credits claimed on the return) 1/2% for each month or partial month the payment is late up to 25%, unless the failure is due to reasonable cause.
- d) The total of the additional charges in a) and c) may not exceed 5% for any one month except as provided for in b).

If you claim not to be liable for these additional charges, attach a statement to your return explaining the delay in filing, payment or both.

LINE 11 - TOTAL REMITTANCE DUE

Enter on line 11, column C, the total of lines 8, 9 and 10, column C. Payment must be made in U.S. dollars, drawn on a U.S. bank. Make remittance payable to the order of:

NYC DEPARTMENT OF FINANCE

NOTE: All books and records, schedules and working papers used in the preparation of the return must be retained and made available for inspection upon demand by the Department of Finance. A notice "Records Required for Audit of Tax on Premiums on Policies of Foreign and Alien Insurers" (Form FP-I) will be mailed upon request.

TAXPAYER ASSISTANCE

If you have a tax-related question or problem, contact **Taxpayer Assistance:**

Call: (718) 935-6000