



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF TAXATION
P. O. Box 247
TRENTON, NEW JERSEY 08695-0247
JANUARY 4, 2021

PHILIP D. MURPHY
Governor

ELIZABETH MAHER MUOIO
Acting State Treasurer

SHEILA Y. OLIVER
Lt. Governor

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Acting Director

Telephone (609) 292-8138 / Facsimile (609) 633-2681

Dear Insurance Premium Taxpayer:

New Jersey's Insurance Premium Tax is collected on premiums written on risks by every insurance company transacting business in the State per N.J.S.A. 54:18A-1. All insurance companies subject to the tax must submit the appropriate completed and duly signed return form with all schedules, attachments, required supporting documentation, and other applicable forms, a copy of its State Business page as filed with the NAIC, and Schedule T, with Total Amount Due State of New Jersey, to the Division of Taxation, post-marked no later than March 1, 2020 to be considered timely filed per N.J.S.A. 54:18A-1(a).

A duplicate return with all schedules and attachments etc. must also be filed with The Department of Banking and Insurance at the address indicated on the return. **DO NOT** remit the Division of Taxation payment to the Department of Banking and Insurance. It will not be applied against your tax liability.

Carefully read and follow the **GENERAL FILING INSTRUCTIONS** included with the return. Pay special attention to the *****EFT REMITTANCE INSTRUCTIONS***** for the return period ending date to use for making payments. If you have any questions, please email me at Lisa.McCoy@treas.nj.gov.

Important Notes:

- **Electronic Signatures:** Temporarily, the Department of Banking & Insurance and the Division of Taxation are accepting electronic signatures and waiving the notary requirement, however, as soon as practical but no later than 30 days after social distancing measures are lifted, the taxpayer must submit an original front page of the return with the appropriate signatures, notary and certifications with the company seal (per applicable statutes and/or regulations), to my attention at the **State of New Jersey Division of Taxation, Special Audit-Insurance, P.O. Box 247, 3 John Fitch Way, 2nd Floor, Trenton NJ 08695**, this filing **must not** be sent to the address on the front page of the return form. Also, a duplicate front page must be submitted to the Department of Banking and Insurance at their address on the front page of the return.
- **Prepayment due 6/1:** Please be advised, the taxpayer is statutorily responsible for the remittance of the 2nd prepayment, on or before 6/1, regardless to whether or not a Notice of Adjustment is issued by the Division of Taxation as per N.J.S.A. 54:18A-1(b), (c).
- **When paying by check** because the EFT \$10,000 threshold for paying by EFT is not met, please attach the check to the front of the return and include the taxpayers FID# in the memo field or in the lower left corner of the check, to insure the payment is timely applied to the correct taxpayer in the event the check is separated from the return.
- **Business Tax Credits:** Beginning with the 2019 return filing season, the address to send the original tax credit/transfer certificates and corresponding tax credit forms, is changed to the below address. This information is also included in the instructions for each tax credit form.

CBT Refund/Tax Credit
PO Box 259
Trenton, NJ 08695-0259

- **Capping of Foreign Fire Insurance Premiums for the New Jersey Foreign Insurance Company Fire Tax:** Starting with the 2016 filing period, a foreign insurer that is eligible for and utilizes the 12.5% Premium Tax Cap as per N.J.S.A. 54:18A-6 in calculating their New Jersey Taxable Premiums, and is subject to the New Jersey Foreign Fire Tax as per N.J.S.A. 54:18-1, must cap their Foreign Fire Premiums in the same manner to calculate their New Jersey Taxable Fire Premium. Beginning with the 2017 EM return Schedule C-1 Companies Other Than Life - Calculation of NJ Taxable Fire Premiums was added and Line 17 was repurposed for the capped NJ Foreign Fire Tax to be paid to the NJ Firemen's Relief Association. Refer to Notice: Insurance Premiums and New Jersey Foreign Fire Insurance Company Tax on the Division of Taxation website at <http://www.state.nj.us/treasury/taxation/pdf/IPTNotice.pdf> and General Filing Instructions included with the return. Please note, the taxpayer remains required to complete Schedule B- Exhibit of Taxes on Property Lines.
- **Credit for Taxes Paid to New Jersey Fireman's Relief Association (NJFRA):** When claiming this credit on Line 30 of the EM return, a copy of the check issued in payment to the NJFRA, **must** be included with the return filing or the credit will be denied. Also, the Fire Tax obligation included in the Balance Due on Line 35 will be paid through the IPT to the NJFRA.
- **Amended Returns:** All duly executed amended returns are to be sent directly to the Division of Taxation's Special Audit-Insurance section at the below address:

State of New Jersey
Division of Taxation
Special Audit -Insurance
3 John Fitch Way, 2nd Floor
P.O. Box 247
Trenton NJ 08695-0247

Note: If delivering tax forms by Courier Services (UPS, FedEx, DHL etc.) use the street address and not the P.O. Box.

Duplicate amended returns for the Department of Banking and Insurance are to be mailed to the address on the front of the return.

- **DO NOT include or attach the Ocean Marine Tax Report** with the New Jersey Insurance Premium Tax return due March 1st. It must be filed separately or it will not be processed.

If you have any questions, feel free to contact me.

Your cooperation is greatly appreciated.

Thank you,

New Jersey Division of Taxation
Special Audit-Insurance
(609) 292-8138
Lisa.Mccoy@treas.nj.gov