

**STATE OF HAWAII
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS (“DCCA”)
INSURANCE DIVISION**

ATTN: SUSAN HANSEN
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OR

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Honolulu, HI 96813

**NOTES/SPECIAL INSTRUCTIONS FOR FILING THE
2006 QUARTERLY PREMIUM TAX STATEMENTS – FORM 323**

1. **ALL authorized insurers must file FOUR Quarterly Premium Tax Statements [and payment, if applicable] REGARDLESS OF TAX LIABILITY** (Hawaii Revised Statutes §§ 431:7-201 & 202). The statement and payment shall be due on or before the last day of the calendar month following the end of the quarter .

REPORTING PERIOD – QUARTER ENDED	DUE DATE (Postmark Date)
March 31, 2006	April 30, 2006
June 30, 2006	July 31, 2006
September 30, 2006	October 31, 2006
December 31, 2006	January 31, 2007

The Tax Statements must be manually signed by a duly authorized officer of the Company. This requirement also applies to AMENDED statements.

2. All filings must be POSTMARKED no later than the indicated due date. If the due date falls on a weekend or holiday, then the deadline is extended to the next business day.
3. Premium tax payments/checks should be made payable to:
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS (“DCCA”), STATE OF HAWAII
Please PAPER CLIP rather than staple any applicable payment/check to the statement.
4. Quarterly Tax Statements may be submitted prior to the due date. Statements for more than one quarter may be submitted together as long as they are postmarked on or before the earliest due date.
Example: If a company does not write business in Hawaii, the company may submit all four (4) Quarterly Tax Statements on or before April 30, 2006 (the due date for the first 2006 Quarterly Tax Statement).
5. The Hawaii Insurance Division is currently working on accepting electronic payments. Please visit our Website for the latest information: www.hawaii.gov/dcca/areas/ins/insurers. Click on the link to Annual Filing Instructions and Tax Forms.
6. All **tax related** correspondence from the Hawaii Insurance Division will be sent to the address on the return, unless otherwise noted by the insurer.
7. **ROUND ALL AMOUNTS** reported on Tax Statement to the nearest dollar.
8. Computer generated Tax Statements are acceptable only if they are exact replicas of the Hawaii Insurance Division forms. The Quarterly Tax Statements are letter size, not legal size.
9. Any insurer failing or refusing to file the quarterly tax statements shall be liable for a fine in an amount not less than \$100 and not more than \$500 for each day of delinquency [Hawaii Revised Statutes §431:7 -201(c)].

Any insurer failing or refusing to pay the required taxes when due and payable shall be liable for a fine of \$500 or 10% of the tax due, whichever is greater; plus interest at a rate of 12% per annum on the delinquent taxes [Hawaii Revised Statutes §431:7-202(f)].

The Commissioner may suspend the Certificate of Authority of the delinquent insurer until the taxes, fine and interest, should any be imposed, are fully paid [Hawaii Revised Statutes §431:7 -202(f)].

If you have any questions, please contact Susan Hansen:

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