



STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
DIVISION OF TAXATION  
PO BOX 247  
TRENTON, NJ 08695-0247  
January 2014

Dear Taxpayer:

Tax returns are available at: <http://www.state.nj.us/treasury/taxation/prntins.shtml> on the State's web site. Taxpayers should download the appropriate EM, EXM, DEM, or DEXM Insurance Premium Tax return with instructions and file the completed return with the Division of Taxation. The returns must be post-marked on or before March 1, 2014 to be considered timely filed as per N.J.S.A. 54:18A-1(a). Any amount due to the State of New Jersey, as indicated on the return, must accompany the return submitted to the **Division of Taxation** in order to be considered timely received. **DO NOT** remit the amount due with the copy being submitted to the Department of Banking and Insurance.

An original copy of the return along with a copy of the company's New Jersey State business page as filed with the NAIC, must also be filed with the Department of Banking and Insurance at the address indicated on the return.

If the taxpayer had a prior year's tax liability of \$10,000 or more in any one tax, The State of New Jersey requires that payment of any amount due must be made by Electronic Funds Transfer. For information on Electronic Funds Transfer, refer to the general filing instructions included in the return.

A taxpayer determining its taxable premiums as provided in N.J.S.A. 54:18A-6, when completing Section I, must include a separate schedule listing each affiliate and its applicable premiums used in completing column A of Section I.

**Note # 1: Agents & Brokers Fees**-The Department of Banking and Insurance has reviewed and determined that the conditions giving rise to the inclusion of Agents & Brokers Fees on the Insurance Premium Tax (IPT) return forms, no longer apply and beginning as of the January 1, 2011 tax year, line 36 and Schedule C are eliminated from this return.

**Note # 2: Email address** has replaced the Fax number on Page 1 of the return.

**All credits** requested on the return require supporting documentation as proof of eligibility or payment (i.e. credit certificate or copy of the check or front and back of cancelled check). These documents **MUST** be submitted with the return or the credit will be denied.

**When filing the EM, EXM, DEM, or DEXM** Insurance Premium Tax returns, **PLEASE DO NOT** include the Ocean Marine Tax Report with the insurance filing, due by March 1<sup>st</sup>. You may mail it with your Insurance Premium Tax return, but maintain it as a separate filing so when it is received it will be processed separately.

**HELPFUL HINT FOR EFT REMITTANCE:** The Return Period Ending **MUST** read **131231** ((YY) Year, (MM) Month, (DD) Day) for **ALL** payments associated with the 2013 tax return. This includes all **PREPAYMENT** tax liabilities due with the return on March 1<sup>st</sup> and on June 1<sup>st</sup>. The same procedure must be followed for subsequent tax years, after adjusting the return period ending accordingly.

Your assistance in following these instructions, will allow the Division to more efficiently process the IPT returns and remittances and perform its statutory responsibilities under the law.

Thank you,

NJ Division of Taxation  
Special Audit Unit-Insurance  
(609) 292-8138  
Lisa.mccoy@treas.state.nj.us