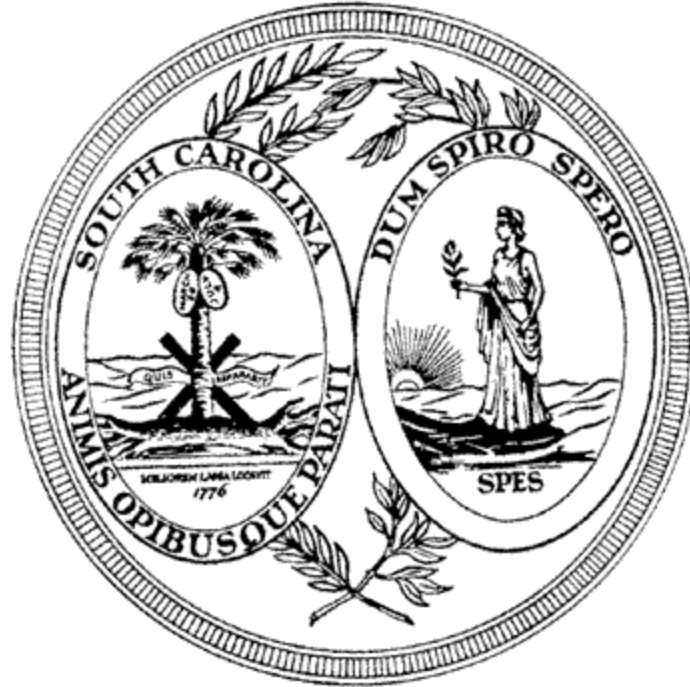


# South Carolina Department of Insurance



Company Online Tax Filing  
Instructions and Demonstration

# SCDOI Home Page

Click "SCDOI Online Services" Link

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South Carolina  
Department of Insurance

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About SCDOI

Bulletins and Orders


Public Information and Media

Consumer Services

Individual/Agency Services

Company Services

Captives

 **Welcome**

Welcome to the South Carolina Department of Insurance website. Our agency assists individuals and businesses through [our various divisions](#) and as the Director of Insurance, it is my first priority to protect the interests of South Carolina's insurance consumers by making sure our [mission](#) is carried out successfully.

South Carolina Department of Insurance

# SC DOI Online Services

## SCDOI Online Services

[SCDOI Connect Login](#)

### General Public

- [Search SCDOI Database](#)
- [Apply for License\(s\)](#)
- [Apply for Non-Resident License](#)
- [Generate Certificate of Authority / Letter of Clearance for Individuals](#)
- [CE Sponsor Application](#)
- [Print Licenses](#)
- [Renew/Reinstate Individual License\(s\) - excludes Bondsmen Licenses](#)
- [Producer License Renewal Requirements](#)

### Registered Individual Users

- [Update Individual Demographics](#)
- [Apply for License\(s\)](#)
- [Apply for Non-Resident License](#)
- [Change Password](#)
- [Update Secret Questions](#)
- [Generate Certificate of Authority](#)
- [Print License](#)
- [Renew Bondsmen License](#)
- [Renew Individual License\(s\) - excludes Bondsmen Licenses](#)

### Registered Company Users

- [Update Company Demographics](#)
- [Update Supplementary Address](#)
- [Apply for Producer Licenses](#)
- [Pay for Producer Licenses](#)
- [2010 Appointment Renewals](#)
- [Company User Account Maintenance](#)
- [Change Password](#)
- [Appoint Surety Bondsman](#)
- [Update Secret Questions](#)
- [Renew Company License](#)
- [File Annual Tax Return](#)

← [Click File Annual Tax Return](#)

# SCDOI Connect Login Page

**Login** [SCDOI Connect Login](#)

Account Type:

\*UserId:  ?

\*Password:  ?

\* Required Fields

[Change Password](#) [Forgot Password?](#)

If you need additional assistance, please contact [IRMmail@doi.sc.gov](mailto:IRMmail@doi.sc.gov)

Click "Company" from the drop box.

After entering your user id and password, click Login.

# SCDOI Connect Welcome

## Login Successful

[Back to Main Menu](#) [Logout](#)

Welcome User FARME07540

You have successfully logged into the South Carolina Department of Insurance web application! Menu items available only to registered users are now accessible in your menu bar.

**Please remember that your password is CONFIDENTIAL and should not be shared with anyone to prevent misuse. The Department holds all registered users responsible for their own user accounts and any data modifications made via those accounts.**

What would you like to do now?

- Update Company Demographics
- Update Supplementary Addresses
- User Account Maintenance
- Change Password
- Update Secret Questions
- Apply for Producer Licenses
- Pay for Producer Licenses
- Appoint Surety Bondsman
- File Annual Tax Return

Click File Annual Tax Return

# Terms of Use

## Company Tax - Terms of Use for Online Tax Filing Application

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[Terms of Use](#) [Agreement](#)

### **Welcome to the South Carolina Department of Insurance Online Tax Filing Application!**

This is an online tax filing application designed to accelerate the tax filing process. This application is for filing insurer fee and premium taxes. Please read carefully the terms of use and instructions given below. You must agree that you have read, understood, and agreed to all terms, conditions, and fees before continuing with the tax filing process.

THIS IS A LEGAL AGREEMENT BETWEEN YOU ("USER") AND THE STATE OF SOUTH CAROLINA DEPARTMENT OF INSURANCE (referred to as "SCDOI" herein). BY CLICKING ON THE AGREE BUTTON OR USING THE SERVICES PROVIDED HEREIN, USER IS CONSENTING TO BE BOUND BY AND IS BECOMING A PARTY TO ALL OF THE TERMS AND CONDITIONS OF THIS AGREEMENT. PLEASE READ THIS ENTIRE AGREEMENT CAREFULLY BEFORE ACCEPTING ITS TERMS.

## Terms of Use

### **A. Legal Information**

1. User shall be the person whose name appears on the tax return or an officer, director, principal, partner, or authorized representative of the business entity on whose behalf the tax return is filed.
2. User shall use "SCDOI Connect" for personal and non-commercial use only. Except as otherwise specified herein, USER shall not modify, copy, transmit, display, reproduce, publish, license, create derivative works from, transfer, sell or otherwise distribute any information, software, products, or services obtained from SCDOI CONNECT. USER shall not decompile, disassemble, reverse engineer or otherwise attempt to derive the source code of any information or products obtained from "SCDOI CONNECT." USER may copy, distribute, and transmit the tax return filed with SCDOI to its officers, directors, principals, partners, agents, consultants, contractors, employees, majority-owned subsidiaries and affiliates for internal use only. USER may copy, distribute and transmit the tax return filed with SCDOI to federal and state government officials for purposes of compliance with federal and state laws.

# Terms of Use Continue

3. If using an outside vendor to file its tax return, USER agrees to assign a new user id and password, other than the previously issued user id and password from the Department, to an outside vendor. However, this assignment of the new user id and password is for the sole, exclusive purpose of filing tax returns and related information with the Department. Any misuse of the new user id or password is an issue to be resolved between the vendor and the company. The user agrees not to hold the Department liable for any damages caused by the outside vendor's use of the user id or password.

## Agreement

**I acknowledge that I have read all terms and instructions outlined above and that I agree to all conditions stated therein.**

I Agree

Click I Agree.

# Tax Return Document Checklist

## Step 1 - Tax Return Documents

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In order to complete the Online Tax filing process the following documents are required:

- Fraternal Insurers - must upload copy of Schedule T and SC Business Page 23 from Annual Statement.
- Foreign Insurers - must upload a separate worksheet showing rates, premium figures and calculations if retaliatory taxes and obligations are reported on Schedule 02.

### Order of Schedule Display

Schedules will be displayed as Tabs in the following order:

- Schedule 04
- Schedule 03 **(Odd Years Only)**
- Schedule 02 **(Foreign Insurers Only)**
- Schedule 01

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Click Next

# Tax Return Schedule 04

## Step 2 - Fraternal Benefit Societies Tax Return Schedules

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**Company Code:** 100836

**Company Name:** WOODMEN OF THE WORLD LIFE INS SOCIETY

**NAIC Code:** 57320

**Lines of Authority:** 19-Life; 20-Variable Contracts; 21-Accident/Health;

Schedule 4

Schedule 2

Schedule 1

## Schedule 04 - Exhibit of Premiums and Dividends

- Round premiums to the nearest dollar.
- Column C and Line 99.99 will be calculated as you enter Column A and Column B

LINE NO.	LINES OF BUSINESS	DIRECT PREMIUMS WRITTEN (A)	DIVIDENDS PAID (B)	NET PREMIUMS Col A-B=C (C)
01.01	Life	0	0	0
02.00	Annuities	0	0	0
13.00	Accident & Health - (Except Ln 15.70)	0	0	0
15.60	Medicare Title XVIII exempt from state taxes or fees	0	0	0
15.70	Federal Employees Health Benefits Program	0	0	0
99.99	TOTAL SOUTH CAROLINA BUSINESS	0	0	0

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Next Schedule



Click Next Schedule

As applicable, complete lines 01.01-15.70 in columns A & B. Round premiums to the nearest dollar.

# Tax Return Schedule 02

## Step 2 - Fraternal Benefit Societies Tax Return Schedules

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Company Code: 100836

Company Name: WOODMEN OF THE WORLD LIFE INS SOCIETY

NAIC Code: 57320

Lines of Authority: 19-Life; 20-Variable Contracts; 21-Accident/Health;

Schedule 4

**Schedule 2**

Schedule 1

## Schedule 02 - Computation of Retaliatory Taxes

LINE NO.	DESCRIPTION OF TAXES AND OBLIGATIONS	TAXES DUE IN SOUTH CAROLINA (A)	TAXES DUE IN STATE OF DOMICILE (B)	RETALIATORY TAXES DUE (C)
0201	Biennial License Fee	0	0	
0211	Producer Appointment Fees	0	0	
0212	Fraud Fee	0	0	
0213	Maintenance Fees	0	0	
0214	Financial Regulation Fee	0	0	
0215	Internal Audit Fee	0	0	
0298	Total Fees/Taxes/Obligations	0	0	
02981	Total Fees/Taxes/Obligations for State of Domicile (Schedule 02, Ln 0298, Col. B)			0
02982	Less Total Fees/Taxes/Obligations Due South Carolina (Schedule 02, Ln 0298, Col. A)			0
0299	Total Retaliatory Taxes Due South Carolina (If remainder is positive, the amount will be placed on Schedule 01, Line 0108, if negative the amount will be zero.			0

Previous Schedule

Next Schedule

← Click Next Schedule

# Tax Return Schedule 01

## Step 2 - Fraternal Benefit Societies Tax Return Schedules

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**Company Code:** 100836

**Company Name:** WOODMEN OF THE WORLD LIFE INS SOCIETY

**NAIC Code:** 57320

**Lines of Authority:** 19-Life; 20-Variable Contracts; 21-Accident/Health;

Schedule 4

Schedule 2

Schedule 1

### Schedule 01 - South Carolina Fees and Taxes

LINE NO.	DESCRIPTION OF TAXES AND OBLIGATIONS	TAXES AND FEES DUE IN SOUTH CAROLINA
0101	Biennial License Fee	0
0108	Retaliatory Tax (Foreign Insurers only) (Schedule 02, Ln 0299)	0
0199	TOTAL AMOUNT OF TAXES DUE WITH THIS RETURN	0

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← Click Next

Lines 0101-0199 will be calculated by the system.

# Tax Return Document Upload

## Step 3 - Tax Return Document Upload

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Based on the information that you entered and your company type, the following is a list of documents that you must upload with your tax filing process.

- **Schedule T**
- **Miscellaneous Upload 1**
- **SC Business Page 23**

### File Uploading Instructions

1. Click "Browse" to select your file to upload and from the dropdown, select the document that you are uploading
2. Click "Add File" to add another document to upload, then repeat 1.
3. Click "Upload Now" to upload all added documents
4. Once finished uploading required documents, click the "Next" button to continue Tax filing process.

Add file

Upload Now

**SELECT FILE**

Browse...

**DOCUMENT TO UPLOAD**

Schedule T

« Previous

Next »

Click Next

# Tax Return Document Upload Continue

## Step 3 - Tax Return Document Upload

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Based on the information that you entered and your company type, the following is a list of documents that you must upload with your tax filing process.

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4. Once finished uploading required documents, click the "Next" button to continue Tax filing process.

Add file

Upload Now

**SELECT FILE**

**DOCUMENT TO UPLOAD**

Browse...

Schedule T



Browse...

SC Business Page 23



« Previous

» Next

Click Next

This page provides a way for you to upload electronic copies of supporting documents for your tax filing. If you only have hard copies (paper) of supporting documents, you may scan these documents into a PDF file to be uploaded. It is advisable that the name of the file contain your SC Company Code and the type of document (Schedule T, Financial Page, etc.) You can usually have your documents scanned in office supply stores such as Kinkos.

# Tax Return Attestation

## Step 4 - Tax Return Attestation

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We, the undersigned officer of the insurer and person preparing this form for the above named company, being severally sworn each for himself deposes and says that this return, including any accompanying schedules and statements has been examined by him, and is to the best of his knowledge, information and belief, a true and correct return, made in good faith and complete in all applicable parts, for the taxable year stated, pursuant to the laws of the State of South Carolina.

\*Officer of the Insurer:

\*Officer Title:

\*Officer Email Address:

\*Officer Phone Number:  (### ### ####)

\*Preparer Name:

\*Preparer Email Address:

\*Preparer Phone Number:  (### ### ####)

All fields marked by an asterisk are required.

Click I Agree

# Tax Return Invoice

## Tax Return Invoice

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This page is the invoice associated with your online tax filing with the South Carolina Department of Insurance. You should print two copies of this page via the Printer Friendly option and retain a copy for your records. Please remit the other copy with your check made payable to the South Carolina Department of Insurance at the following address:

**South Carolina Department of Insurance**  
**1201 Main Street, Suite 1000**  
**Columbia, SC 29201**

Only one check should be submitted per company. **The Department must receive your check by March 1st, 2011.**

<b>Company Name:</b>	FARMERS MUTUAL FIRE INS ASSN OF FAIRFIELD COUNTY
<b>SC Company Code:</b>	101265
<b>State of Domicile:</b>	SC
<b>Tax Preparer:</b>	Jane Doe
<b>Tax Preparer Email:</b>	jd@mail.com
<b>Amount Due:</b>	4,391
<b>Invoice Date:</b>	02/07/2011

If you are paying by check, remit the check with a copy of this invoice. If you are paying by credit card, click Proceed to Payment.

If your tax liability is \$100,000 or greater, you **cannot** pay by credit card.

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[Proceed To Payment](#)

# Select Payment Method

## Select Payment Method

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Total Amount Due


Paying by Credit Card: **\$91,993.74 (\$1,537.74 processing fee + \$1.00 portal fee)**

Please select your Payment Method.

Please note, when paying with credit card there will be a 1.70% processing fee added to your total amount plus \$1portal fee.

# Credit Card Payment Method

Please enter your Credit Card information in the fields provided below. When finished, click the Submit button ONCE to submit your payment.



FOR CUSTOMER SERVICE CALL TOLL-FREE 1-888-880-0010  
0000 0000 0000 0000 000  
Cardholder Name  
AUTHORIZED SIGNATURE NOT VALID UNLESS SIGNED  
MasterCard VISA DISCOVER NOVUS

3-digit security code

DISCOVER NETWORK MasterCard VISA

Transaction Amount: \$407.80

\*Card Type:

\*Name on Credit Card:

\*Credit Card Number:  (No Spaces)

\*Expiration Date:  /

\*Card Security ID:

All fields marked by an asterisk are required.

Enter your credit card information in the fields below.

# Credit Card Payment Method (continue)

**Credit Card Billing Address**

\*Address:

\*City:

\*State:

\*Zip Codes:

**Credit Card Contact**

\*Contact Name:

\*Daytime Phone:  (### ### ####)

Email Address:

\*Required Fields

Enter the Credit Card Billing and contact information in the fields provided, then click "submit".

# Credit Card Payment Method (continue)

After clicking the "Authorize" button, do not close your browser until you receive confirmation that your payment has been processed. In the rare event that you do not receive confirmation, please contact the Department of Insurance at 803-737-6095.

Amount: \$407.80  
Name on Credit Card: Jane Doe  
Credit Card Type: Visa  
Credit Card Number: 4111111111111111  
Security Number: 541  
Expiration Date: 09/10  
Daytime Phone: 854-965-4485  
  
Address: 123 Jane Doe  
  
City: adfadf  
State: SC  
Zip Code: 15263  
Daytime Phone: 854-965-4485

By clicking "Authorize", I authorize the South Carolina Department of Insurance to debit the Transaction Amount shown above from the credit card identified.

Authorize

After clicking "Authorize" Do **NOT** close your browser until you receive confirmation that your payment was processed.




# Credit Card Payment Method (continue)

**Please wait while we process your payment...**

Payment processing may take up to 5 minutes and 30 seconds. We request you to be patient.

Please do not use your browser's "Stop" or "Back" buttons while the payment is being processed.

 5:29

Payment may take up to five minutes to process. Please wait while payment process!

# Tax Return Confirmation

## Confirmation

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This page is your receipt for your online tax filing with the South Carolina Department of Insurance. When paying by credit card, your credit card statement will reflect a charge in this amount from SC.GOV. You should print this page via the Printer Friendly option and retain for your records.

<b>Company Name:</b>	FARMERS MUTUAL FIRE INS ASSN OF FAIRFIELD COUNTY
<b>SC Company Code:</b>	101265
<b>State of Domicile:</b>	SC
<b>Tax Preparer:</b>	Jane Doe
<b>Tax Preparer Email:</b>	jd@gmail.com
<b>Refund Amount Due Insurer:</b>	(\$1,081.00)
<b>SCDOI Receipt Number:</b>	N/A
<b>Payment Reference Number:</b>	N/A
<b>Amount Paid to SCDOI:</b>	N/A
<b>Miscellaneous Charges:</b>	N/A
<b>Payment Method:</b>	N/A
<b>Date Received:</b>	N/A
<b>Document List:</b>	