



# Louisiana IPT Filing Changes for 2022

## AUDIENCE

All Insurance companies that file and pay municipal/parish Insurance Premium Tax through the LaMATS online filing system.

## INTRODUCTION

The fundamental process of filing and remitting payment for IPT on this site remains unchanged from last year but there are a few differences and rule changes discussed here as well as some process flow reminders and FAQs.

## NEW MUNICIPALITIES

The following municipalities have subscribed to the LaMATS IPT service for 2022 payments:

<b>Municipality</b>	<b>Code</b>
Village of Moreauville	1230
Town of Springfield	1600

## RULES

1. LaMATS will NOT accept paper filing documents that were not generated by this site. We maintain unique identifiers for your filings which greatly improves traceability and efficiencies for all concerned BUT only for filings completed on this site. No exceptions.
2. IPT filings that are not processed through this site and paid by 5/31/2022 will be penalized for IPT due on premium written in 2021 and any unpaid prior years.

3. Last year's logins and passwords are still valid. If you forgot your password, simply click on the Forgot Password link, enter your email address, click submit, and a temporary password will be emailed to you. NOTE: this temporary password is good for only 24 hours! If you do not use it in that time frame, you have to click on Forgot Password again.
4. Only one login is (automatically) allowed for a single NAIC. This is for your protection. If you try to create a new account for an NAIC and receive a message stating that another user has already been set up, contact your IPT Support person via email at [mary@lamats.net](mailto:mary@lamats.net) or by phone (225) 332-7672
5. **ALL CHECKS SHOULD BE MADE OUT DIRECTLY TO LAMATS.**
6. **ALL CHECKS SHOULD BE MAILED TO LAMATS AT THE FOLLOWING ADDRESSES ONLY:**

Mailing: P.O. Box 4327  
Baton Rouge, LA 70821

Physical: 700 North 10<sup>th</sup> Street, 3<sup>rd</sup> Floor  
Baton Rouge, LA 70802

*In the Past, checks have been made out to RDS at the following addresses – Birmingham, Alabama, Jefferson Hwy, Baton Rouge, Louisiana, and a P.O. Box in New Orleans, Louisiana. **THESE ARE NO LONGER VALID. PLEASE ADVISE YOUR ACCOUNTING DEPARTMENT.***

7. The following forms will be rejected:
  - a. Form from Louisiana Department of Insurance
  - b. IPT Tax Information on the company's stationary

## FEATURES

1. **Signature page NOT Required:** A "wet-ink" signature is not required this year since you are essentially signing the return online when you click the filing Acknowledgement checkbox.

2. **Summary Page:** A new Form 478 Summary page now exists that can be mailed in with your check IPT payment. It is a single-page document that shows your organization's info, your filing description (tax year, tax type), and summarizes the total premiums paid to all municipalities collectively, the tax due (if any), the penalties due (if any), and the total due. You will still be able to print out the complete and detailed Form 478 for final review before payment but you do not have to mail this in as the same data is kept in our database.
  
3. **File Uploads:** Once you login and select the tax year and insurance type, you now have the ability to upload a file containing your written premium details. This file can be in Excel or text (XLS, XLSX, TXT, TAB, CSV) format and must contain a line for each municipality in which your organization sold applicable insurance. Each line consists of two items as follows: municipality code followed by a comma or tab followed by the premium amount in whole dollars.

Additional rules are as follows:

- FILENAME.txt or FILENAME.tab as Tab delimited files (\$ and commas OK in money fields)
- FILENAME.csv as comma delimited (\$ OK, no commas in money fields)
- FILENAME.xls or FILENAME.xlsx (\$ and commas OK in money fields, must be a single tab spreadsheet)

***Examples:***

(a) File type 1 (comma-separated variable CSV file)

126,\$200000  
 138,\$50000  
 244,\$640000  
 etc.

(b) File type 2 (tab-separated variable TXT or TAB file)

126 [tab] \$200,000  
 138 [tab] \$50,000  
 244 [tab] \$640,000  
 etc.

(c) File type 3 (XLS or XLSX file)

126	\$200,000
138	\$50,000
244	\$640,000

The site will actually generate a Form 478 for you from this uploaded information and allow you to review/print/and pay just as if you filled this out online.

This is optional and you can still page through the Municipalities list on the site, hand-entering the data on each line for the applicable municipalities.

***Thank you for using the LaMATS IPT Filing and Payment system!***

***For assistance, please contact us as shown below:***

Email: [mary@lamats.net](mailto:mary@lamats.net)

Phone: (225) 400-2793 (mobile)

