

DEPARTMENT OF REVENUE
BUSINESS SYSTEMS
DOCUMENTS AND PAYMENTS PROCESSING DIVISION
INSURANCE PREMIUM TAX UNIT

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

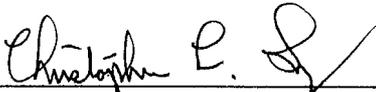
INSURANCE PREMIUM TAX UNIT

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The**

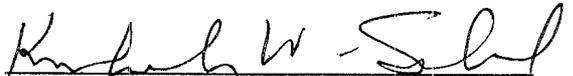
INSURANCE PREMIUM TAX UNIT

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



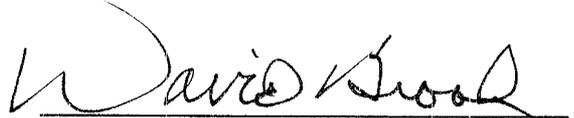
Christopher C. Long, Manager
Insurance Premium Tax Unit



Kimberley W. Sabo
Chief Records Officer and Director
Documents and Payments Processing Division



Alan P. Felton, Assistant Secretary
Business Systems



David Brook, Director
Division of Historical Resources

APPROVED



Kenneth R. Lay, Secretary
Department of Revenue



Linda A. Carlisle, Secretary
Department of Cultural Resources

**DEPARTMENT OF REVENUE
BUSINESS SYSTEMS
DOCUMENTS AND PAYMENTS PROCESSING DIVISION
INSURANCE PREMIUM TAX UNIT**

ITEM 12334. INSURANCE COMPANIES TAX FORMS FILE. Completed tax forms received 4 times a year from each insurance company. Names of insurance companies, insurance companies state domicile, amounts of tax liabilities, and other related data are entered into Insurance Companies Database (Electronic) File (Item 36699) immediately upon receipt and routinely updated.

DISPOSITION INSTRUCTIONS: Item discontinued. Forms merged into Taxpayers Returns (Processed) File (Item 48551).

ITEM 36699. INSURANCE COMPANIES DATABASE (ELECTRONIC) FILE.

Electronic records concerning all insurance companies who pay premium taxes in North Carolina. Electronic file includes companies' names, state domiciles, amounts of tax liabilities, and other related data.

DISPOSITION INSTRUCTION: Item discontinued. Data merged into Health Maintenance Organization (HMO) Audit Database (Electronic) (Item 48556), Self Insured Companies Database (Electronic) (Item 48553), Tax Audits Database (Electronic) (Item 48552), as applicable.

ITEM 48551. TAXPAYER RETURNS (PROCESSED) FILE.

Records in paper and electronic formats concerning insurance premium tax liabilities for companies writing business insurance and collecting premiums in North Carolina. File includes taxpayer returns, forms, correspondence including e-mail, notices of assessments, refund notices, and other related records. (Data entered into the Tax Audits Database (Electronic) File (Item 48552) immediately upon receipt.) (Comply with applicable provisions of G.S. 105-129; G.S. 105-228.5; G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 132-1.1; and IRS 1075, Exhibit 3; Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.) (File maintenance and backup procedures performed by DOR Information Technology.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 4 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**DEPARTMENT OF REVENUE
BUSINESS SYSTEMS
DOCUMENTS AND PAYMENTS PROCESSING DIVISION
INSURANCE PREMIUM TAX UNIT**

ITEM 48552. TAX AUDITS DATABASE (ELECTRONIC) FILE.

Electronic records concerning tax liabilities for companies (except Self Insured Companies) writing business insurance and collecting insurance premiums in North Carolina. Electronic file includes taxpayer federal identification number (FDI), legal name, premiums written, miscellaneous amounts paid, credits claimed, and other related data. (Data entered into this database from the Taxpayer Returns (Processed) File (Item 48551.) (Comply with applicable provisions of G.S. 105-129; G.S. 105-228.5; G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 132-1.1; and IRS 1075, Exhibit 3; and Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.) (File maintenance and backup procedures performed by DOR Information Technology.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

ITEM 48553. SELF INSURED COMPANIES DATABASE (ELECTRONIC) FILE.

Electronic records concerning tax liabilities for Self Insured Groups in North Carolina. Electronic file includes taxpayer federal identification number (FDI), legal name, premiums written, miscellaneous amounts paid, credits claimed, and other related data. (Comply with applicable provisions of G.S. 105-129; G.S. 105-228.5; G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 132-1.1; and IRS 1075, Exhibit 3; and Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.) Data entered into this database from the Self Insured Companies Payroll Reports (INPUT) File (Item 48554.) (File maintenance and backup procedures performed by DOR Information Technology.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

**DEPARTMENT OF REVENUE
BUSINESS SYSTEMS
DOCUMENTS AND PAYMENTS PROCESSING DIVISION
INSURANCE PREMIUM TAX UNIT**

ITEM 48554. SELF INSURED COMPANIES PAYROLL REPORTS (INPUT) FILE.

Payroll reports in paper and electronic format concerning the tax liabilities of Self Insured Companies. File includes payroll reports submitted by taxpayers and are used to generate tax returns to be sent to taxpayer for signature. Reports include taxpayer federal identification numbers (FDI), legal names, payroll amounts paid, credits claimed, and other related information. (Data is entered into the Self Insured Companies Database (Electronic) File (Item 48553) immediately upon receipt) (Comply with applicable provisions of G.S. 105-129; G.S. 105-228.5; G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 132-1.1; and IRS 1075, Exhibit 3; and Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 4 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 48555. SELF-INSURED COMPANIES TAX RETURNS (SIGNED) FILE.

Taxpayer returns in paper and electronic formats sent to taxpayer for signature and then returned to the unit. File also includes invoices and other related records. Tax returns and invoices include taxpayer federal identification numbers (FDI), legal names, payroll amounts paid, tax credits claimed, tax amounts due, date of payments, and other related information. (Tax returns generated from the Self Insured Companies Database (Electronic) File (Item 48553.) (Comply with applicable provisions of G.S. 105-129; G.S. 105-228.5; G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 132-1.1; and IRS 1075, Exhibit 3; Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.)

DISPOSITION INSTRUCTIONS Destroy in office paper and electronic records after 4 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**DEPARTMENT OF REVENUE
BUSINESS SYSTEMS
DOCUMENTS AND PAYMENTS PROCESSING DIVISION
INSURANCE PREMIUM TAX UNIT**

**ITEM 48556. HEALTH MAINTENANCE ORGANIZATIONS (HMO) AUDIT DATABASE
(ELECTRONIC) FILE.**

Electronic records concerning tax liabilities for health maintenance organizations writing business and collecting insurance premiums in North Carolina. Electronic file includes taxpayer's federal identification numbers, premiums written, amounts paid, refunds requested and credits claimed. (Information is entered into this database from the Tax Returns (Processed) File. (Item 48551).) (Comply with applicable provisions of G.S. 105-129; G.S. 105-228.5; G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 132-1.1; IRS 1075, Exhibit 3; and Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.) (File maintenance and backup procedures performed by DOR Information Technology.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.