



Revenue

Lodging a return of premium for insurers



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Introduction

Overview of the return of premium

A return of premium (RoP) ensures that you, as an insurer, are contributing the correct amount to the Emergency Services Levy (ESL). It is used to determine the calculation adjustment for your final assessment notice, which is issued on the first working day of November.

To ensure consistency with the calculations for the ESL there are accounting rules and auditor requirements you must adhere to.

Accounting rules

You can use cash or accrual accounting methods to calculate the total base premium for the RoP. In your audit certificate you will need to disclose the accounting method you used.

Auditor requirements

Your return must be accompanied by an auditor's certificate. Foreign insurers and foreign insured policy holders are exempt from this requirement.

Registering for the emergency services levy

Registering for the Emergency Services Levy

If you receive or become entitled to receive relevant premiums you must register for the ESL by contacting Revenue NSW within 30 days.

The date you register will determine whether you will receive an initial assessment, and a final assessment, or whether you will only receive a final assessment for the current financial year. If you register between 01 May and 20 March, you will be issued a late initial assessment.

If you register after 20 March, you won't receive an initial assessment. You need to lodge an annual RoP on or before 30 September. You will then receive your assessment on the first working day of November.

Example:

For example, Archana Underwriting registers for the ESL on the 25 May 2021. They will not receive an initial assessment for the 2020/21 financial year, as they didn't lodge an estimated RoP by 20 March 2021. However, they do need to lodge an annual RoP for the 2020/21 financial year on or before 30 September 2021 to receive their final assessment for the 2020/21 financial year on 1 November 2021.

Registering for the emergency services levy

When they register, they also need to lodge an estimated RoP for the 2021/22 financial year so they can be issued a late initial assessment notice. From here, the ESL cycle continues as normal, with Archana Underwriting paying the initial contribution for the 2021/22 financial year in four quarterly instalments on the 1 2021, 1 December 2021, 1 March 2022 and 1 June 2022, then lodging their annual return of premium on 30 September 2022 and receiving their final assessment on the 1 November 2022.

Already registered for the Emergency Services Levy

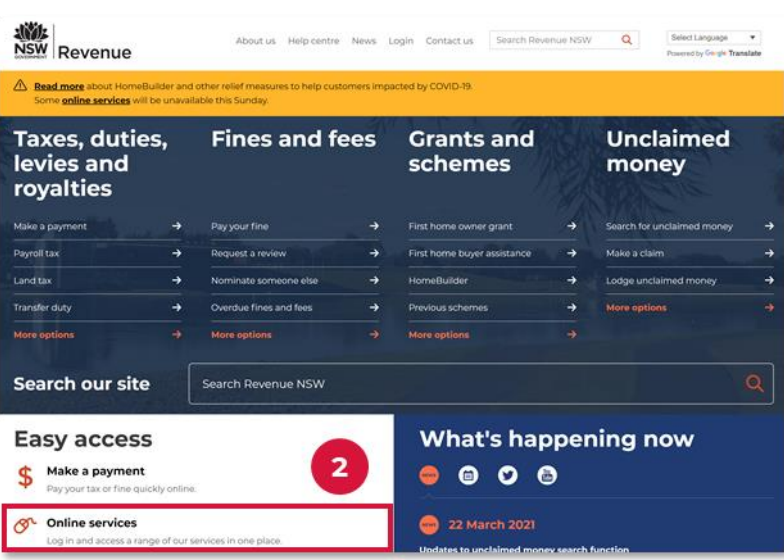
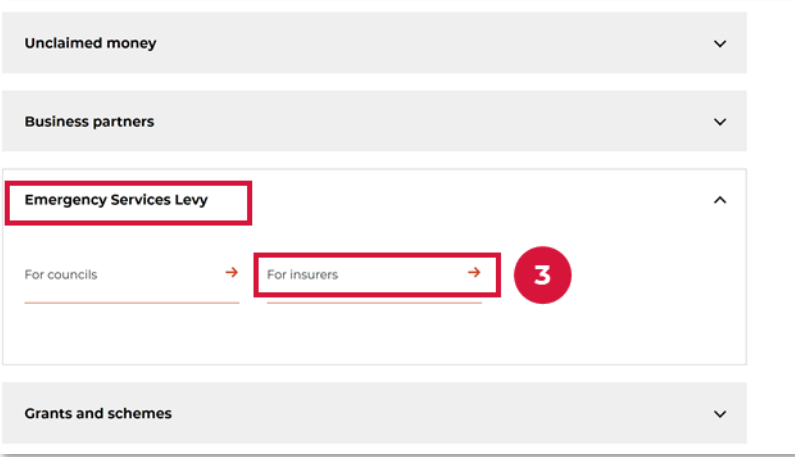
For insurers already registered for the ESL, you must lodge your RoP on or before 30 September through the online portal. If you don't lodge the RoP by 30 September, it's considered a breach under section 57 of the Taxation Administration Act 1996, and interest and penalty tax may be applied. After 30 September, the RoP can only be emailed to Revenue NSW between 01 October and 30 October.

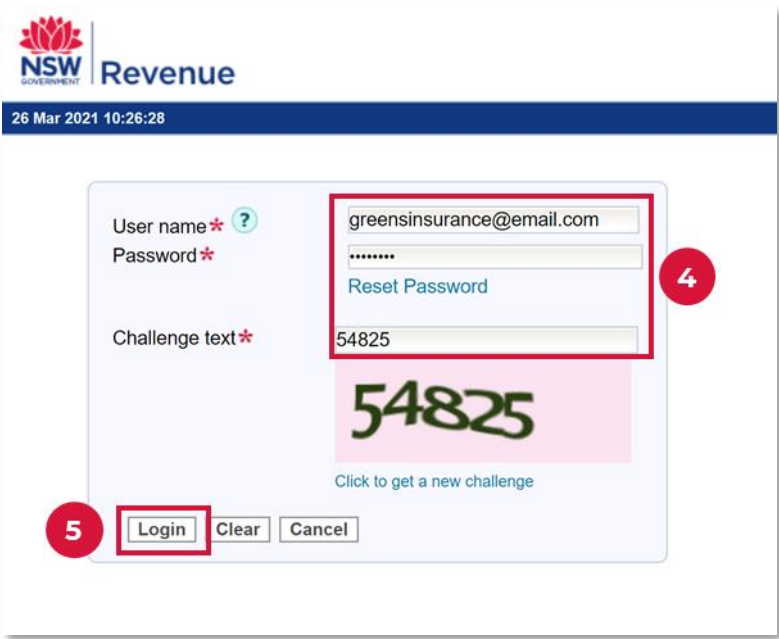
Example:

Greens Insurance Company is already registered for the ESL. They will receive an initial assessment for the 2021/22 financial year on 30 April 2021, specifying their initial contribution amount for the 2021/22 financial year, which they pay in quarterly instalments on 1 September 2021, 1 December 2021, 1 March 2022, and 1 June 2022. On or before 30 September 2022 they need to lodge their annual return of premium for the 2021/22 financial year and on 1 November 2022, they will receive their final assessment for the 2021/22 financial year

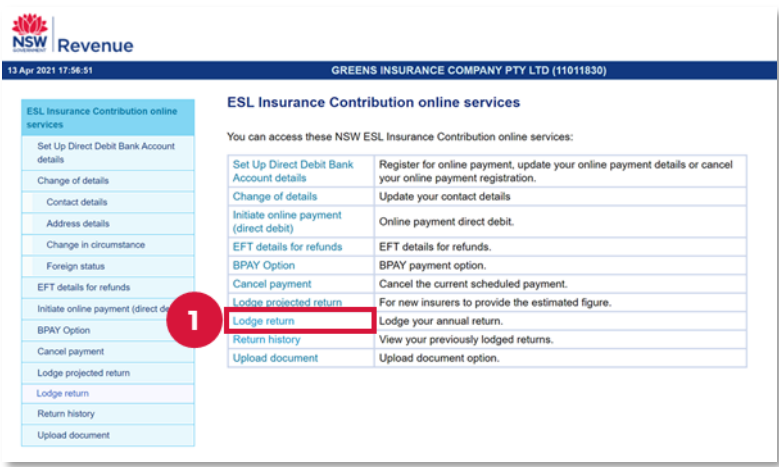
Lodging a return of premium online

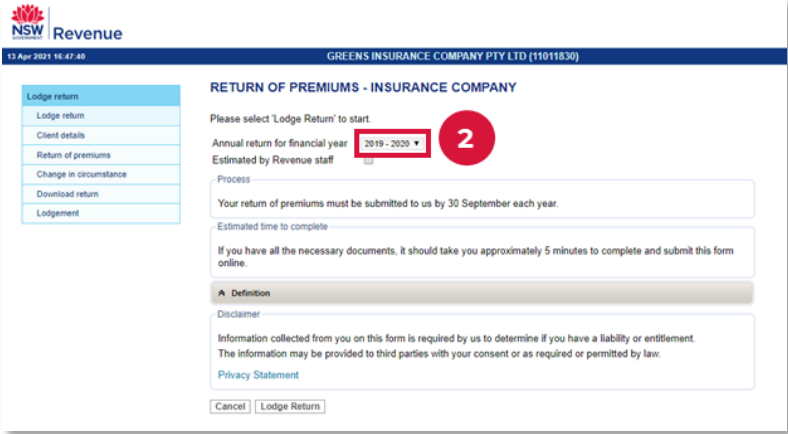
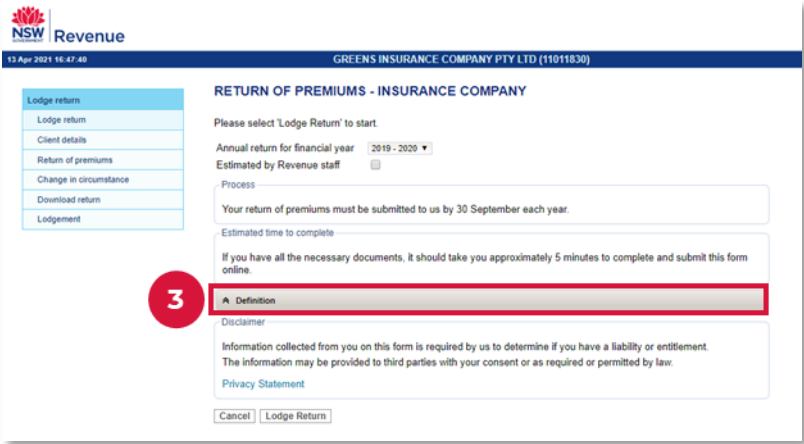
Login and access the return of premium form

Step	Screen
<ol style="list-style-type: none"> Go to the revenue NSW website. Click Online services. 	
<ol style="list-style-type: none"> Scroll down, select Emergency Services Levy and then, For insurers. 	

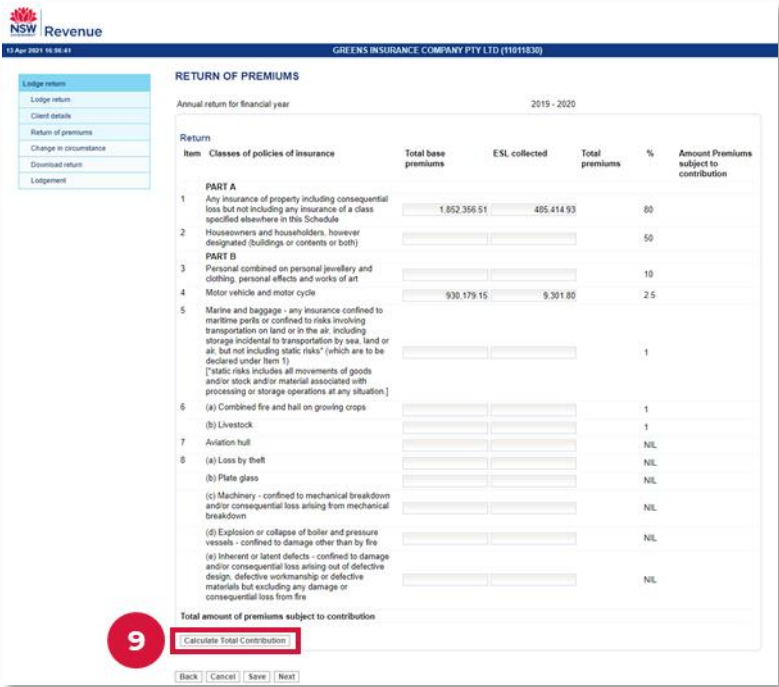
Step	Screen
<p>4. Enter your login credentials.</p> <p>5. Then, click Login.</p>	

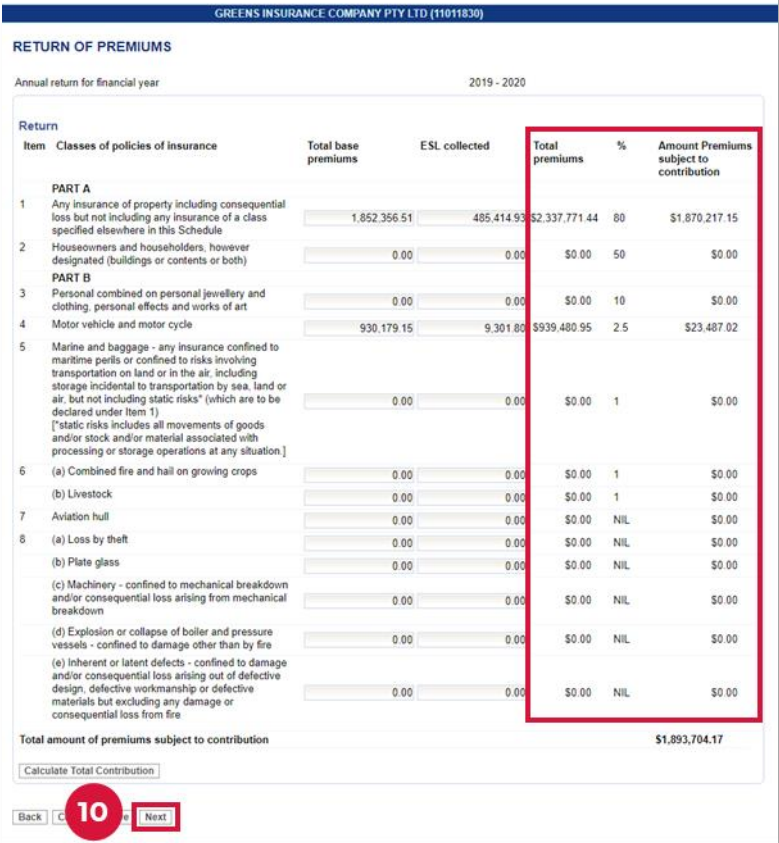
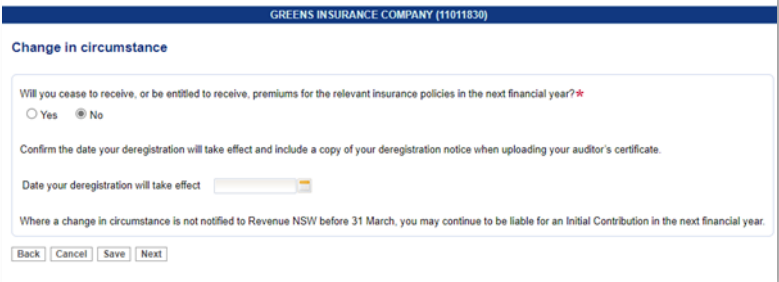
Complete the draft return of premium

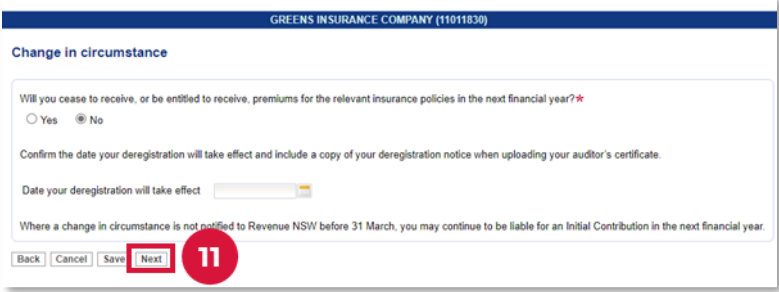

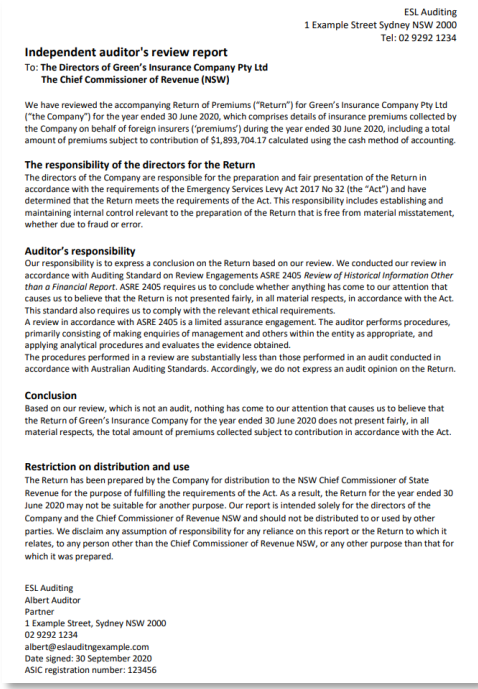
Step	Screen
<p>1. Click Lodge Return.</p>	


Step	Screen
<p>2. Begin the Annual Return Lodgement process for the relevant financial year.</p>	
<p>3. Select the Definition tab to view an explanation of what is meant by 'total amount of premiums'.</p> <p>Note</p> <p>Liable premiums are the cost of insurance (excluding duty and GST) subject to the ESL.</p> <p>Important</p> <p>If you send customers renewal notices or other information which describes parts of the customer's payment as being a "fire and emergency service levy", or words to that effect, the amount still needs to be included in the annual return and shouldn't be disregarded or deducted when the total amount of premium is being calculated.</p>	

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<p>4. Click Privacy to review the privacy statement.</p> <p>5. Click Lodge Return.</p>																																																																																																										
<p>6. Verify your client details. Note Information is not editable on this page. If you need to change your details, please contact Revenue NSW.</p> <p>7. Then, click Next.</p>																																																																																																										
<p>8. Complete the Total Based Premium & ESL collected columns.</p> <p>Important You must ensure you are entering the amounts against the correct classes of policies of insurance so that relevant contribution proportions are applied.</p>	<table border="1"> <thead> <tr> <th>Item</th> <th>Classes of policies of insurance</th> <th>Total base premiums</th> <th>ESL collected</th> <th>Total premiums</th> <th>%</th> <th>Amount Premiums subject to contribution</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PART A Any insurance of property including consequential loss but not including any insurance of a class specified elsewhere in this Schedule</td> <td>1,852,356.51</td> <td>485,414.93</td> <td></td> <td>80</td> <td></td> </tr> <tr> <td>2</td> <td>Houseowners and householders, however designated (buildings or contents or both)</td> <td></td> <td></td> <td></td> <td>50</td> <td></td> </tr> <tr> <td>3</td> <td>PART B Personal combined on personal jewellery and clothing, personal effects and works of art</td> <td></td> <td></td> <td></td> <td>10</td> <td></td> </tr> <tr> <td>4</td> <td>Motor vehicle and motor cycle</td> <td>930,179.15</td> <td>9,301.80</td> <td></td> <td>2.5</td> <td></td> </tr> <tr> <td>5</td> <td>Marine and baggage - any insurance confined to maritime perils or confined to risks involving transportation on land or in the air, including storage incidental to transportation by sea, land or air, but not including static risks* (which are to be declared under item 1) [*static risks includes all movements of goods and/or stock and/or material associated with processing or storage operations at any situation.]</td> <td></td> <td></td> <td></td> <td>1</td> <td></td> </tr> <tr> <td>6</td> <td>(a) Combined fire and hail on growing crops</td> <td></td> <td></td> <td></td> <td>1</td> <td></td> </tr> <tr> <td>7</td> <td>(b) Livestock</td> <td></td> <td></td> <td></td> <td>1</td> <td></td> </tr> <tr> <td>7</td> <td>Aviation hull</td> <td></td> <td></td> <td></td> <td>NIL</td> <td></td> </tr> <tr> <td>8</td> <td>(a) Loss by theft</td> <td></td> <td></td> <td></td> <td>NIL</td> <td></td> </tr> <tr> <td></td> <td>(b) Plate glass</td> <td></td> <td></td> <td></td> <td>NIL</td> <td></td> </tr> <tr> <td></td> <td>(c) Machinery - confined to mechanical breakdown and/or consequential loss arising from mechanical breakdown</td> <td></td> <td></td> <td></td> <td>NIL</td> <td></td> </tr> <tr> <td></td> <td>(d) Explosion or collapse of boiler and pressure vessels - confined to damage other than by fire</td> <td></td> <td></td> <td></td> <td>NIL</td> <td></td> </tr> <tr> <td></td> <td>(e) Inherent or latent defects - confined to damage and/or consequential loss arising out of defective design, defective workmanship or defective materials but excluding any damage or consequential loss from fire</td> <td></td> <td></td> <td></td> <td>NIL</td> <td></td> </tr> <tr> <td colspan="2">Total amount of premiums subject to contribution</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Item	Classes of policies of insurance	Total base premiums	ESL collected	Total premiums	%	Amount Premiums subject to contribution	1	PART A Any insurance of property including consequential loss but not including any insurance of a class specified elsewhere in this Schedule	1,852,356.51	485,414.93		80		2	Houseowners and householders, however designated (buildings or contents or both)				50		3	PART B Personal combined on personal jewellery and clothing, personal effects and works of art				10		4	Motor vehicle and motor cycle	930,179.15	9,301.80		2.5		5	Marine and baggage - any insurance confined to maritime perils or confined to risks involving transportation on land or in the air, including storage incidental to transportation by sea, land or air, but not including static risks* (which are to be declared under item 1) [*static risks includes all movements of goods and/or stock and/or material associated with processing or storage operations at any situation.]				1		6	(a) Combined fire and hail on growing crops				1		7	(b) Livestock				1		7	Aviation hull				NIL		8	(a) Loss by theft				NIL			(b) Plate glass				NIL			(c) Machinery - confined to mechanical breakdown and/or consequential loss arising from mechanical breakdown				NIL			(d) Explosion or collapse of boiler and pressure vessels - confined to damage other than by fire				NIL			(e) Inherent or latent defects - confined to damage and/or consequential loss arising out of defective design, defective workmanship or defective materials but excluding any damage or consequential loss from fire				NIL		Total amount of premiums subject to contribution						
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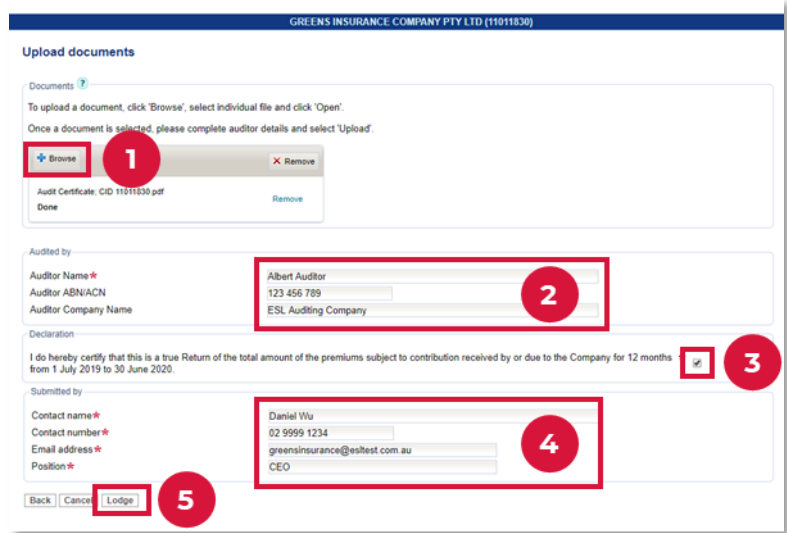
Step	Screen
<p>9. Click Calculate Total Contribution.</p>	 <p>The screenshot displays the 'RETURN OF PREMIUMS' interface for the financial year 2019-2020. On the left, a navigation menu includes options like 'Lodge return', 'Client details', and 'Return of premiums'. The main area contains a table with the following columns: 'Item', 'Classes of policies of insurance', 'Total base premiums', 'ESL collected', 'Total premiums', '%', and 'Amount Premiums subject to contribution'. The table lists various insurance classes such as 'Any insurance of property including consequential loss', 'Houseowners and householders', 'Personal combined on personal jewellery and clothing', 'Motor vehicle and motor cycle', 'Marine and baggage', and 'Livestock'. At the bottom of the table, a red circle with the number '9' highlights the 'Calculate Total Contribution' button, which is also highlighted with a red box. Below the button are 'Back', 'Cancel', 'Save', and 'Next' navigation options.</p>

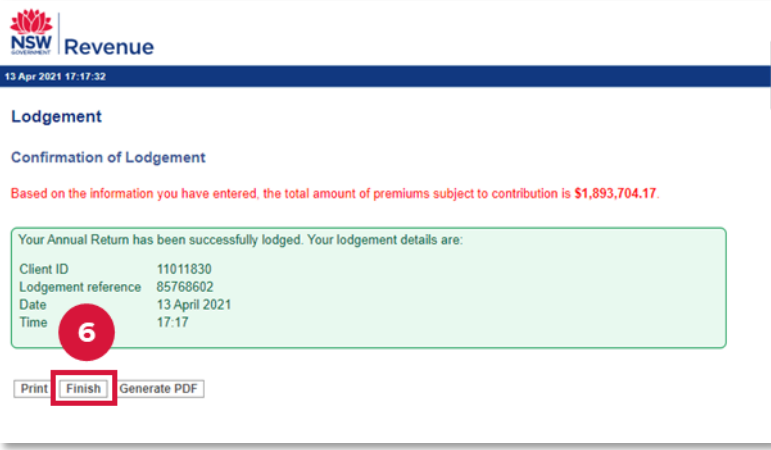
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<p>The Total Premiums, Percentage and Amount Premiums subject to contribution columns will auto-populate based on the data entered in the first two columns.</p> <p>10. Click Next.</p> <p>Note</p> <p>You can also save the draft form and return to it later, or you can click cancel to close the session, however any unsaved changes will be lost.</p>	 <p>GREENS INSURANCE COMPANY PTY LTD (11011830)</p> <p>RETURN OF PREMIUMS</p> <p>Annual return for financial year 2019 - 2020</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Classes of policies of insurance</th> <th>Total base premiums</th> <th>ESL collected</th> <th>Total premiums</th> <th>%</th> <th>Amount Premiums subject to contribution</th> </tr> </thead> <tbody> <tr> <td colspan="7">PART A</td> </tr> <tr> <td>1</td> <td>Any insurance of property including consequential loss but not including any insurance of a class specified elsewhere in this Schedule</td> <td>1,852,356.51</td> <td>485,414.93</td> <td>\$2,337,771.44</td> <td>80</td> <td>\$1,870,217.15</td> </tr> <tr> <td>2</td> <td>Houseowners and householders, however designated (buildings or contents or both)</td> <td>0.00</td> <td>0.00</td> <td>\$0.00</td> <td>50</td> <td>\$0.00</td> </tr> <tr> <td colspan="7">PART B</td> </tr> <tr> <td>3</td> <td>Personal combined on personal jewellery and clothing, personal effects and works of art</td> <td>0.00</td> <td>0.00</td> <td>\$0.00</td> <td>10</td> <td>\$0.00</td> </tr> <tr> <td>4</td> <td>Motor vehicle and motor cycle</td> <td>930,179.15</td> <td>9,301.80</td> <td>\$939,480.95</td> <td>2.5</td> <td>\$23,487.02</td> </tr> <tr> <td>5</td> <td>Marine and baggage - 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<p>The change in circumstances screen displays.</p> <p>If you will cease to receive or be entitled to receive premiums for relevant insurance in the next financial year, update your change in circumstances here.</p> <p>Refer to the 'Update a change in circumstances' section of this guide for further information.</p>	 <p>GREENS INSURANCE COMPANY (11011830)</p> <p>Change in circumstance</p> <p>Will you cease to receive, or be entitled to receive, premiums for the relevant insurance policies in the next financial year?*</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Confirm the date your deregistration will take effect and include a copy of your deregistration notice when uploading your auditor's certificate.</p> <p>Date your deregistration will take effect <input type="text"/></p> <p>Where a change in circumstance is not notified to Revenue NSW before 31 March, you may continue to be liable for an Initial Contribution in the next financial year.</p> <p>Back Cancel Save Next</p>																																																																																																																							

Step	Screen
<p>11. Click next.</p>	
<p>12. Select Generate PDF to access a printable PDF version of your draft return.</p>	
<p>Note</p> <p>This draft version must be certified by your auditor before you can proceed. An approved certificate must include:</p> <ul style="list-style-type: none"> ▪ the relevant financial year ▪ the total amount of liable premium ▪ the accounting method ▪ the full name, address, and registration number of the auditor. 	

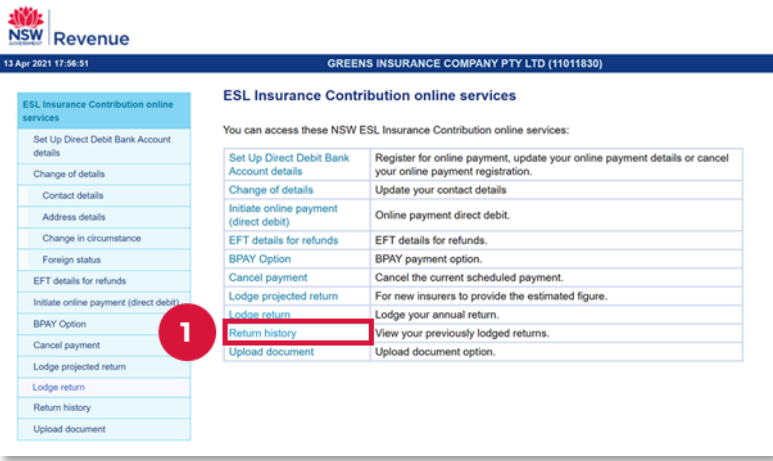
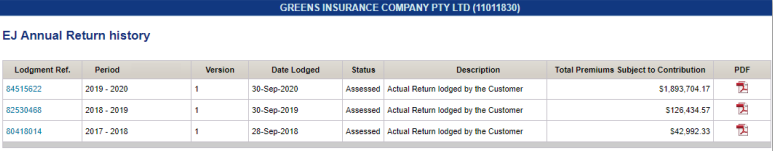
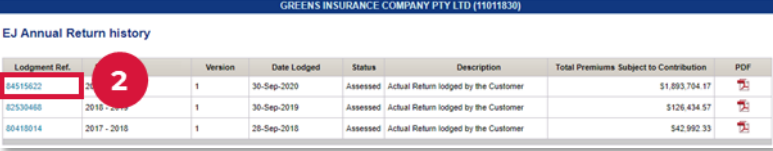
Step	Screen
<p>13. While awaiting auditor signoff click cancel to exit the form. Upon exiting, the form will automatically save.</p>	

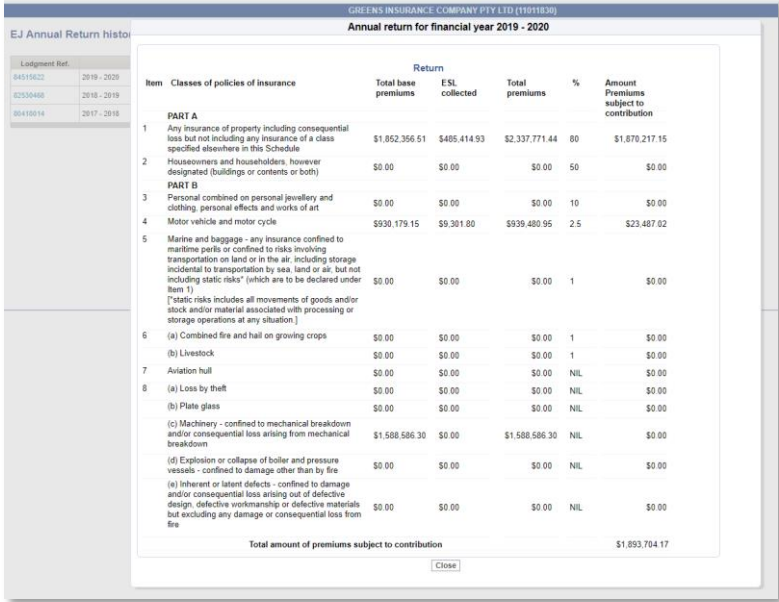
Submit the return of premium

Step	Screen
<p>1. Upload the auditor's certificate supporting the actual premiums as declared in the RoP, and a signed and dated copy of your return.</p> <p>Note An auditor's certificate is not required for foreign insurers.</p> <p>2. Complete the Audited by, Declaration and Submitted by sections of online form.</p> <p>3. Click Lodge.</p>	

Step	Screen
<p>The Confirmation of Lodgement screen displays. From here, you can print or generate a PDF of the confirmation screen.</p> <p>4. Click Finish.</p> <p>You have now successfully lodged your RoP.</p> <p>Note</p> <p>If need to resubmit your RoP after 30 September, you will need to email it to the ESL Team. You have until 30 October to resubmit your RoP.</p> <p>If you have any amendments to your RoP, after your final assessment is issued on the first working day in November, you will need to submit a request for a review or an objection.</p>	

View lodgement history

Step	Screen																																
<p>Through the Revenue NSW online portal, you can also view your lodgement history.</p> <ol style="list-style-type: none"> Once logged in, click return history. 																																	
<p>For each return record, you can see:</p> <ul style="list-style-type: none"> the period version date lodged status total amount of premiums subject to contribution. 	 <table border="1"> <thead> <tr> <th>Lodgment Ref.</th> <th>Period</th> <th>Version</th> <th>Date Lodged</th> <th>Status</th> <th>Description</th> <th>Total Premiums Subject to Contribution</th> <th>PDF</th> </tr> </thead> <tbody> <tr> <td>84515622</td> <td>2019 - 2020</td> <td>1</td> <td>30-Sep-2020</td> <td>Assessed</td> <td>Actual Return lodged by the Customer</td> <td>\$1,893,704.17</td> <td></td> </tr> <tr> <td>82530468</td> <td>2018 - 2019</td> <td>1</td> <td>30-Sep-2019</td> <td>Assessed</td> <td>Actual Return lodged by the Customer</td> <td>\$128,434.57</td> <td></td> </tr> <tr> <td>80418014</td> <td>2017 - 2018</td> <td>1</td> <td>28-Sep-2018</td> <td>Assessed</td> <td>Actual Return lodged by the Customer</td> <td>\$42,992.33</td> <td></td> </tr> </tbody> </table>	Lodgment Ref.	Period	Version	Date Lodged	Status	Description	Total Premiums Subject to Contribution	PDF	84515622	2019 - 2020	1	30-Sep-2020	Assessed	Actual Return lodged by the Customer	\$1,893,704.17		82530468	2018 - 2019	1	30-Sep-2019	Assessed	Actual Return lodged by the Customer	\$128,434.57		80418014	2017 - 2018	1	28-Sep-2018	Assessed	Actual Return lodged by the Customer	\$42,992.33	
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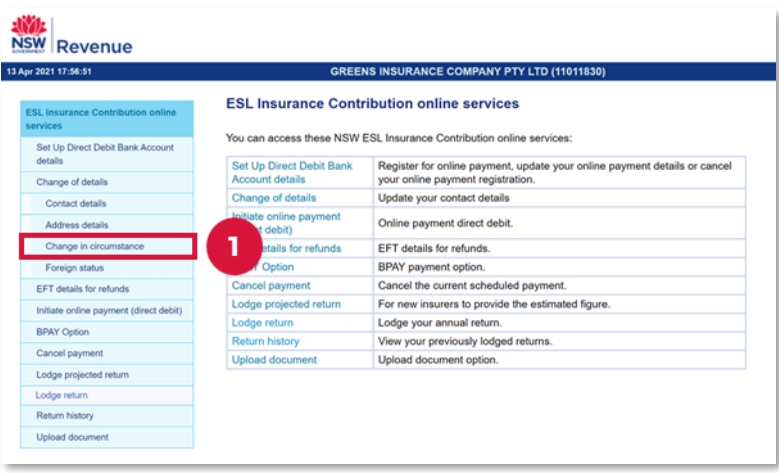
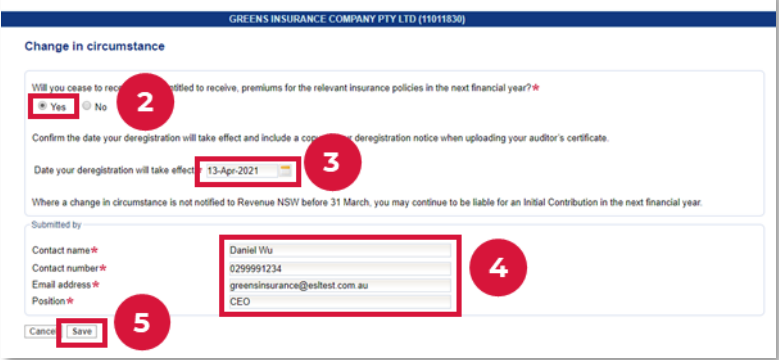
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Update a change in circumstances

If you stop receiving or collecting premiums subject to the Emergency Services Levy (ESL), you should notify Revenue NSW through the online portal by 31 March. Otherwise, you will continue to receive the following financial year's initial contribution.

Example

Imran Insurance Brokers will cease to receive or collect premiums subject to the ESL for the 2021/22 financial year. Imran Insurance Broker's needs to go to their online portal and submit a change of circumstances request by 31 March 2021, otherwise they will be issued the insurers initial contribution for the 2021/22 financial year.

Step	Screen
<p>To update your change in circumstances:</p> <ol style="list-style-type: none"> 1. Login to online services and click the Change in circumstance tab. 	
<ol style="list-style-type: none"> 2. Select Yes. 3. Enter the date of deregistration. 4. Complete the Submitted by fields. 5. Click Save. 6. From here, you will be prompted to provide a copy of the deregistration notice and/or supporting documents indicating you have ceased to collect reportable premiums. 	

If you need additional support

Contact us

Call us from 8:30am to 4:30pm, Monday to Friday or send an email.

Phone: 1300 241 869 | +61 2 7808 6915

Email: esl@revenue.nsw.gov.au

Web: www.revenue.nsw.gov.au