

Guide to completing an insurance duty return

Do not return this guide with the completed form. Retain the guide for future reference.

Am I required to complete an insurance duty return?

You are required to complete and lodge an insurance duty return (Form QRO—D8.1) with Queensland Revenue Office and pay duty if you are a registered self assessor for insurance duty under the *Duties Act 2001*.

You are not required to include premiums for, or pay insurance duty on:

- particular policies of marine insurance
- goods in transit
- health insurance
- reinsurance as defined under the Duties Act
- certain exempt premiums paid by approved not-for-profit community organisations.

What are my obligations?

You are required to lodge your return and pay the correct amount of duty by the due date. Your return must include the following for the return period:

- premiums received for general insurance
- first year premiums received for temporary and term life insurance contracts
- the total of the sums insured for other life insurance contracts written
- net premiums charged for accident insurance.

You are also required to retain any records required to verify your liability for duty for 5 years.

How to complete an insurance duty return

This form has 8 parts (labelled A–H) and smaller questions within each part numbered individually. Part E of the form applies to WorkCover Queensland and need not be completed by other insurers. When completing this form, print or type all responses in the boxed spaces and tick appropriate boxes. If there is insufficient space, attach additional forms or pages.

Part A—Business details

Enter the client number and registered name as stated in your notice of registration.

Part B—Return period

A return period covers a calendar month, with the return period ending on the last day of the calendar month. The due date for lodgment and payment of your return is the **21st day of the month** following the return period.

Part C—General insurance

Duty is imposed on premiums received for the following classes of general insurance at the following rates:

Type of general insurance	Value of premiums (old rate applicable)	Value of premiums (new rate applicable)
Class 1 general insurance	7.5% of premium	9% of premium
Class 2 general insurance	5% of premium	9% of premium
CTP insurance	10c per premium	10c per premium

The old rate applies where the general insurance contract is entered into before 1 August 2013, or the premium is paid before 1 August 2013. The new rate applies where a general insurance contract is entered into and the premium paid on or after 1 August 2013.

Provide the value of premiums paid and duty payable for general insurance in each of the categories specified for the return period. Special apportionment rules apply where the general insurance relates to property or risk in Queensland and another state. Read about apportionment and calculating duty at qro.qld.gov.au.

If you are a registered insurer and refunded part or all of a premium for general insurance during the return period and duty had already been paid in respect of that premium, you can deduct the duty attributable to those refunded premiums from the amount you need to pay. A deduction can only be made where the return applying the deduction is lodged within 5 years of the original return.

Part D—Life insurance

Duty is imposed on contracts of life insurance at the following rates:

- temporary or term insurance—5% of the first year's premium
- other life insurance contracts
 - 0.05% of the first \$2,000 of sum insured
 - 0.1% of the balance of sum insured.

Provide the value of premiums or sum insured and duty payable for life insurance policies written during the return period. Special apportionment rules apply where life insurance insures the lives of persons who reside in Australia, at least 1 of whom resides in Queensland.

Read about apportionment and calculating duty at qro.qld.gov.au.

If you are a registered insurer and refunded part or all of a premium for life insurance during the return period and duty had already been paid in respect of that premium, you can deduct the duty attributable to those refunded premiums from the amount you need to pay. A deduction can only be made where the return applying the deduction is lodged within 5 years of the original return.

Part E—Accident insurance (WorkCover Queensland only)

Insurance duty on WorkCover policies is 5% of the net premium. WorkCover Queensland is required to provide the value of net premiums charged and duty payable for accident insurance during the return period. Other insurers proceed to Part F.

Part F—Unpaid tax interest

The *Taxation Administration Act 2001* imposes unpaid tax interest (UTI) whenever a return or payment is made after the due date. UTI accrues daily on unpaid primary tax from the day after the return due date until the date the payment is made in full, both dates inclusive. You can find the current UTI rate at qro.qld.gov.au

Part G—Total return payment

Add the total amounts from parts C to F to calculate the payment for this return.

Meaning of terms

Accident insurance

Accident insurance under the *Workers' Compensation and Rehabilitation Act 2003*

Class 1 general insurance

Means general insurance other than class 2 general insurance or CTP insurance

Class 2 general insurance

Means general insurance for, or relating to, any of the following:

- (a) professional indemnity
- (b) personal injury to a person relating to the person's travel on an aircraft
- (c) a motor vehicle, other than CTP insurance
- (d) a home mortgage that is a first mortgage
- (e) a life insurance rider

CTP insurance

Insurance cover the subject of a policy of insurance under the *Motor Accident Insurance Act 1994*

General insurance

Any kind of insurance, other than life insurance or accident insurance, that is applicable to property in Queensland or a risk, contingency or event concerning an act or omission that in the normal course of events may happen wholly or partly in Queensland

General insurer

A person who writes general insurance whether or not the person is authorised under the *Insurance Act 1973* (Cwlth) to carry on an insurance business

Note: An insurance intermediary is not a general insurer.

Insurer

Either a general insurer or life insurer, or both

Life insurance

Insurance applying to a life or lives, or any event or contingency relating to or depending on a life or lives, of a person or persons whose place of residence is Queensland when the policy affecting the insurance is issued

Life insurance rider

Insurance that:

- is attached to a policy of life insurance for which the premium or the part of the premium attributable to the attached insurance is stated separately on the policy
- provides for an additional capital payment in the event of the disablement, or the death by accident, of the insured

Life insurer

A person who writes life insurance whether or not the person is registered under the *Life Insurance Act 1995* (Cwlth)

Note: An insurance intermediary is not a life insurer.

Net premium

All amounts charged to policy holders under the *Workers' Compensation and Rehabilitation Act 2003* for premiums after adjustments are made for any previous period

Premium

Total consideration given to you to effect an insurance (without deducting amounts in respect of commission or discounts to an intermediary)

Note: Consideration does not include an amount paid to an intermediary by the insured person as a fee under a contract between them if the amount is clearly identified as a fee, or insurance duty paid in Queensland or elsewhere in Australia.

Registered insurer

An insurer registered under chapter 12, part 1 of the *Duties Act 2001*

Registered self assessor for insurance duty

For self assessors for insurance duty:

- Chapter 12, part 1 applies to a person who carries on business in Queensland as an insurer as defined under the *Duties Act 2001*.
- Chapter 12, part 2 applies to a person who is or will become a party to documents or transactions for which the person self assesses the insurance duties imposed.
- Chapter 12, part 3 applies to a person who acts as an agent for parties to documents or transactions and account for insurance duty on behalf of those parties.

Queensland Revenue Office is collecting the information on this form for the purposes of administering state revenue. This is authorised by the *Duties Act 2001*. Your personal information will not be disclosed without your consent, except in circumstances outlined in the *Taxation Administration Act 2001* or as otherwise authorised by law.

Queensland Revenue Office
GPO Box 2593
Brisbane Qld 4001

Email: mvi.mail@treasury.qld.gov.au

Ph: 1300 300 734

Visit our website at qro.qld.gov.au for information about duties and other state taxes.

Insurance duty return

About this form

Complete this form if you are registered as a self assessor for insurance duty under the *Duties Act 2001*.

Before you begin, you should read the 'Guide to completing an insurance duty return' to make sure that you understand your obligations and the meaning of terms used in this form.

Part A—Business details

Client number

Client name

ABN

Your reference

You can update your details—including business email address, contact person and address information—by contacting Queensland Revenue Office or by using QRO Online.

Part B—Return period

Return for the month ending

Part C—General insurance

	Value of premiums (old rate applicable) (\$)	Value of premiums (new rate applicable) (\$)	Duty payable (\$)
Class 1 general insurance	<input type="text"/> 7.5% of premium	<input type="text"/> 9% of premium	<input type="text"/>
Class 2 general insurance	<input type="text"/> 5% of premium	<input type="text"/> 9% of premium	<input type="text"/>
CTP insurance 10c per premium			<input type="text"/>
		Subtotal \$	<input type="text"/>
Deductions for general insurance premiums refunded <small>Deductions made under section 370(3) <i>Duties Act 2001</i></small>		Less \$	<input type="text"/>
Total general insurance duty		Total \$	<input type="text"/>

Part D—Life insurance

	Value of premiums or sum insured (\$)	Duty payable (\$)
Life insurance	<input type="text"/>	<input type="text"/>
Deductions for life insurance premiums refunded <small>Deductions made under section 370(3) <i>Duties Act 2001</i></small>	Less \$	<input type="text"/>
Total life insurance duty	Total \$	<input type="text"/>

Part E—Accident insurance

To be completed by WorkCover Queensland only.
Other insurers go to Part F.

	Value of premiums (\$)	Duty payable (\$)
Accident insurance duty	<input type="text"/>	<input type="text"/>

Part F—Unpaid tax interest

Unpaid tax interest \$

Part G—Total return payment

Total return payment Add totals from parts C to F to give total payment amount. Total \$

Part H—Verification

I confirm that the information supplied is true and correct.

Authorised person's signature

Name

Date

Phone number

Mobile number

Email address

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GPO Box 2593
Brisbane Qld 4001
Email: mvi.mail@treasury.qld.gov.au
Ph: 1300 300 734

Visit our website at qro.qld.gov.au for information about duties and other state taxes.