TRITECH STRATUS

Premium Pro, Municipal Pro, Allocator Pro, FormsPlus, & Agent API

- 2026 -

Early Access Edition

YOUR PREMIUM+ TEAM
TRITECH
A CHRISTIAN COMPANY

TRITECH SOFTWARE DEVELOPMENT CORP.

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PREMIUM PRO™ 2025 - 2026

TriTech Stratus Workbook

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STRATUS ACCOUNT MAINTENCE

CHAPTER 01

Stratus Account Maintenance/Alterations

TriTech is acting as the account manager for all clients in Stratus and alterations (such as adding/removing users, jurisdictions, companies) will need to be requested with information provided. Please be aware that account modifications may impact your SPE.

Reach out to TriTech: To begin the process of an account modification, you will need to talk with your CSR. This can be done either through phone or email. If you are unable to contact your CSR directly or are unsure who your CSR is, please send an email to stratussupport@tritechsoft.com.

Information Needed: The information needed will be dependent on the request that is being submitted.

Add User: Please provide the following information for the user. Please note that this does have to be unique information. We cannot use the same email address for multiple people.

- First name
- Last name
- Email
- Phone number
- Regular or read only use
- Companies and products they should have access to

Remove User: Please provide the following information for the user.

- First name
- Last name
- Access to be removed (i.e. all access, only to certain companies, etc.)

Update User: Please provide the following information for the user.

- First name
- Last name
- Information to be updated

Add Company: Please provide the following information for the company

- Company Name
- Company Abbreviation
- FEIN
- NAIC
- NAIC Group

- Physical Address
- Company type (Life, Health, PC, etc.)
- State of Domicile
- Products and jurisdictions that the company should have

Remove Company: Please provide the following information for the company

- Company Name
- FEIN
- Access to be removed (i.e. all access, only to certain companies, etc.)

Update Company Info: Please provide the following information for the company

- Current company Name
- Current company Abbreviation
- Information to be updated such as State of Domicile, updated name, abbreviation, etc.

Add Jurisdiction: Please provide the following information for the company that you would like to add the jurisdictions too

- Company Name
- Company Abbreviation
- Products and jurisdictions that the company should have added

Remove Jurisdiction: Please provide the following information for the company that you would like to add the jurisdictions too

- Company Name
- Company Abbreviation
- Products and jurisdictions that the company should have removed

Login Information Change: Stratus login requires 2factor authentication. Please be aware that changes to the login information or process will need to be conveyed to TriTech by one of the representatives listed on the Stratus Authorization form.

Password Reset: clients can reset their own password via the forgot password button on the main Stratus login screen.

MFA Change: if you are needing to have your MFA updated, please send a request to Support@tritechsoft.com.

2factor Authentication Login Option: If you are looking to have SSO implemented, we will need some additional information to help us align our configuration with your environment. Please send the below information to Support@tritechsoft.com. Once this has been provided, we will work to follow up with your side to help coordinate next steps.

Which Identity Access Management (IAM) provider does your organization use (e.g., Okta, Azure AD, etc.)?

Please provide the contact information for the technical representative who will be supporting the setup.

STRATUS PREMIUM PRO

CHAPTER 02

Stratus Premium Tax is a software application for processing your annual and estimated premium tax returns for all states and U.S. Territories. It is specifically designed to calculate premium and retaliatory taxes for Property & Casualty, Life, Life Health, Risk Retention, Title and HMO companies.

Each product year corresponds to a single tax year and will include the estimated and annual returns related to that tax year liability. For example, if you are in the 2026 product year in Stratus Premium, the returns available will be the estimated returns filed in calendar year 2025 for the 2026 tax liability and the 2026 annual returns.

In a typical product year release cycle, the estimate returns will be released first so that they are available for use immediately. Annual returns will be released later in the year after a development period where new features are implemented.

Data can be entered and/or imported into the Company Information Schedules and will then flow to each active state return. For each non-domestic state, a proforma state of domicile return will be calculated and will reside in the state folder for which it was calculated. The retaliatory return is summarized on the Retal Worksheet. The non-domestic filing return will use the data on the Retal Worksheet when calculating any retaliatory tax liability.

Summary schedules are available to summarize the amount of taxes paid in each jurisdiction and to calculate an effective tax based on the premiums written.

Various other tools can be used to track the progress of each return and provide audit trails for activities.

Company Information

General Information Page

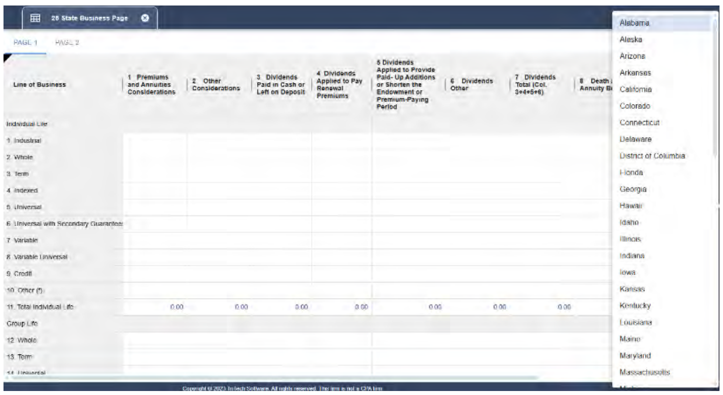
Fields on the General Information Page will automatically populate using the information entered during your company's initial setup in the Stratus system. You can update any of this information as needed, except for the State of Incorporation. To change your State of Incorporation, please contact us at StratusSupport@tritechsoft.com.

Data entered on the General Information Page flows to the corresponding fields on the returns. This information will also carry forward to future years, even if it differs from what was originally provided during setup.

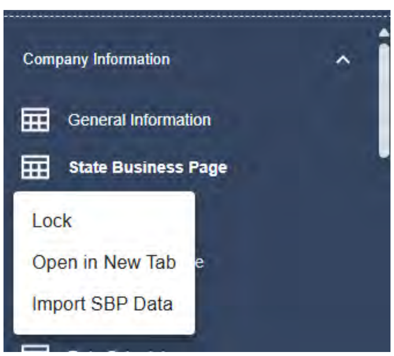
State Business Page

The State Business Page is available for Life and PC companies and Risk Retention Groups. This schedule provides the most detailed level of input, allowing you to break out premium and dividend data by line of business or type of dividend, as required by certain states.

To view a specific state's State Business Page, use the state drop-down box in the upper-right corner and select the desired state. The All States tab displays totals across all jurisdictions.



To import data from your annual statement file, right-click the State Business Page schedule in the navigation tree and select Import SBP Data.



Schedule T

The Schedule T is a representation of the Schedule T located in the Blue, Yellow, and Orange Annual Statement books. This schedule is available for all company types. For Life and PC companies and Risk Retention Groups, the Schedule T will calculate in the software based on the entries in the State Business Page.

The Active Status column is calculated based on the presence of data on that row. If data exists, the Active Status will calculate an "L" for licensed. If no data is present, the Active Status will calculate an "N" for not licensed.

Qualified Schedule

This schedule is unique to Life companies, and offers a location to enter qualified premiums and qualified dividends. If there is no special treatment for qualified premiums or dividends for a state, entries made here will not be used but will be included in the total row at the bottom of the schedule. When a state has specified special treatment for qualified premiums and/or dividends, this data will be used in the calculations for that state.

GFA Schedules

Life, Life & Health, and HMO companies have a single GFA Schedule for premium tax offsets related to assessments paid to state life and health guaranty associations. P&C companies have two: the PC GFA Schedule and the AH GFA Schedule. These schedules serve as a centralized place to record guaranty fund assessments paid to all states over a twelve-year period. Entered amounts carry forward each year, so after the first year using the software, you only need to enter the current year's assessments. GFA credits are then calculated for each state based on the entered assessment amounts and the applicable state laws. Only assessment amounts eligible for credit should be entered.

Fire Schedule

The Fire Schedule is only available for P&C companies. You may adjust and modify your Fire Marshal percentages here. Some states may allow different taxable percentages on a company-by-company basis. For these states, you will need to enter the percentage that specifically applies to your company. For example, Arizona and Idaho require such entries before the proper calculations can take place. Any overridden values/changes to the default numbers will transfer from year to year.

Rate Schedule

The Rate Schedule allows you to review and adjust any state tax rates that apply to your company. It is recommended to make any necessary changes here rather than directly on the return. This schedule also includes a column for minimum taxes, if applicable for a given state. Any overridden values/changes to default numbers will transfer from year to year.

Fee Schedule

The Fee Schedule is used to enter each state's Annual Statement Filing Fee, Certificate of Authority Fee, Fraud Fee, and any "Other" fees. These amounts will flow to the appropriate state return, or directly to the Retal Worksheet if they are not paid with or shown on the return.

This schedule also includes agent fees. You can enter the number of agents by category, specify resident or non-resident status for appointment and renewal agents, and choose whether to include these fees in state calculations. Any overridden values/changes to default numbers will transfer from year to year.

Address Schedule

The Address Schedule contains information for each activated return in the software, including mailing and physical address, payee name, contact name, contact telephone number, contact email address link, and a web link directly to the location of the return on the internet. A return must have been activated to appear in this schedule.

If multiple delivery methods are available, you can select the preferred address type using the Address Option drop-down. The state's mailing address is selected by default, except for mandatory OPTins filings, and your selection will carry forward to future years. The chosen address determines the Payee Address used on the Payment Request.

The Vendor Number column allows you to specify a unique vendor number for each payee. This information will flow to the Payment Request forms and summary schedule.

Estimate Schedule

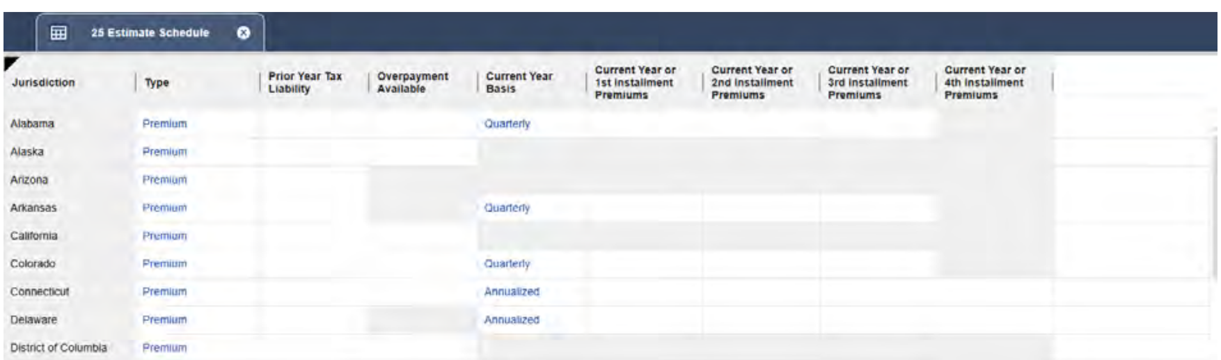
The Estimate Schedule displays prior year tax liability and any available unrefunded overpayments from prior year annual returns. Each jurisdiction may have one or multiple rows, depending on the tax types reported.

The Prior Year Tax Liability column shows the prior year tax amount used to determine whether a filing threshold is met and serves as the basis for estimating current year taxes.

The Overpayment Available column lists the amount of unrefunded overpayments that may be used to offset current year estimated payments and annual tax liability.

The Current Year Basis column denotes the method used for reporting premiums on the various state returns. When the current year basis is "Quarterly", the state's estimate form reports only the premiums being taxed that quarter. When the current year basis is "Annualized", the state's estimate form will report an estimate of premiums for the entire year. It is important to review the actual state estimate returns to verify that premiums have been entered correctly.

Fields on the Estimate Schedule will be grayed out if they are not applicable based on state requirements.


25 Estimate Schedule

Jurisdiction	Type	Prior Year Tax Liability	Overpayment Available	Current Year Basis	Current Year or 1st Installment Premiums	Current Year or 2nd Installment Premiums	Current Year or 3rd Installment Premiums	Current Year or 4th Installment Premiums
Alabama	Premium			Quarterly				
Alaska	Premium							
Arizona	Premium							
Arkansas	Premium			Quarterly				
California	Premium							
Colorado	Premium			Quarterly				
Connecticut	Premium			Annualized				
Delaware	Premium			Annualized				
District of Columbia	Premium							

Login Schedule

The Login Schedule provides a place for you to enter your company's usernames and passwords for states that have an online system for electronic filing and organizations that accept electronic premium tax filings, such as OPTins. By default, this schedule is only accessible to admin users. Passwords are encrypted and are not displayed in plain text.

Retaliatory Input Schedule

The Retaliatory Input Schedule is available only for certain states of domicile where premiums, fees, assessments, or other data may vary by state. Entries on this schedule flow to the retaliatory returns when a corresponding field exists; otherwise, they go directly to the Retal Worksheet. The Retal Worksheet serves as a summary of a retaliatory return, and non-domestic state returns pull from it when calculating retaliatory tax liability.

For example, PC companies domiciled in Illinois can use the Retaliatory Input Schedule to enter amounts for the Regulatory Fee, Cost Containment Fee, Corporate Income Tax, Workers' Compensation Second Injury Fund assessment, and Workers' Compensation Rate Adjustment that are then calculated for each state of filing. These amounts differ by state because the proforma liabilities are based on business activity in the state of filing rather than in the state of domicile.

Summary Schedules

Payment Request Schedule

The Payment Request Schedule provides a central location to view all active payment requests for the current tax year and review amounts due. Data such as due date, return description, payee name and address, and payment amount flow automatically from the return. User-entered information, including Vendor Number, General Ledger account numbers and names, check numbers, and date paid, must be added manually.

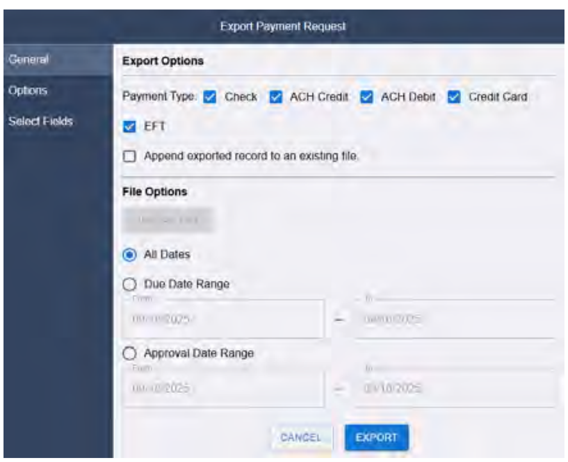
Data entered on the schedule flows to individual payment requests on the return, and changes made on the return update the schedule. Copy and paste can be used to populate recurring values, such as General Ledger account numbers and descriptions, which will update the corresponding payment requests.

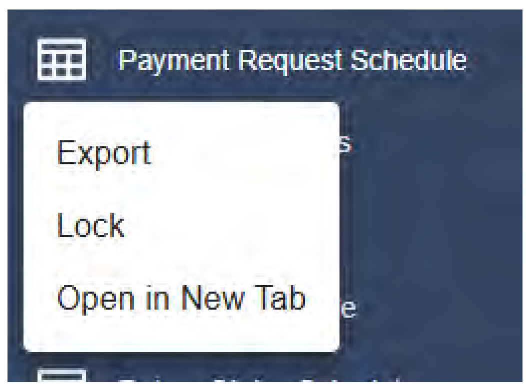
This schedule can also be exported to an text or csv file for import into your accounts payable system.

Steps to Export Payment Requests

1. Right-click on the Payment Request Schedule in the tree and select Export. This opens the Export Payment Request window.
2. Select General from the navigation options on the left.
3. Choose the Payment Types you want to export: Check, ACH Credit, ACH Debit, Credit Card, or EFT.
4. (Optional) To append exported records to an existing file, check the Append exported records to an existing file box. This enables the Upload File button under File Options, which you can use to select the file to which the records will be appended.

5. Choose whether to export all unpaid payment requests regardless of their dates, or to export only requests within a specific date range based on Due Date or Approval Date. If selecting a range, enter the From and To dates using the calendar icons.
6. Click Options on the left and choose the Export Format: Fixed Width or Delimited.
7. If you chose Delimited, select the delimiter character (such as comma or tab) from the drop-down list.
8. If you chose Fixed Width, a new Fixed Width section appears in the navigation pane. After selecting your options and columns, click this section to assign the starting character position for each column. This is the final step before exporting when creating a fixed width file.
9. Click Select Fields. You may choose to include field names in the first line of the export file, which can serve as column headers when importing into a spreadsheet.
10. By default, only the Jurisdiction Name and Amount Paid fields are exported. To add more fields, check their boxes in the Available Fields list and use the arrow buttons to move them into the Fields to Export list.
11. When all selections are complete, click the Export button at the bottom of the window to generate the export file.





Summary of Taxes

The Summary of Taxes pulls gross premiums from your Schedule T and sources in all related information from each return. It uses this data to calculate an effective tax rate and displays column totals for all states. Additionally, this schedule includes columns for Overpayment Applied to Estimates and Tax Refund, providing an overview of overpayments and refunds across all states. Columns for Refund Amount Received and Refund Date Received are also included for tracking purposes only and do not flow to or from any other area.

Actions Report

The Actions Report provides an audit trail of activity within the company, including when a return is activated or deactivated, when a value is overridden, when filings are locked or unlocked, successful and failed e-file submissions, and other key actions.

Navigation

Tree

The Tree is used to access all company related information, summary schedules and reports, and state/jurisdiction forms.

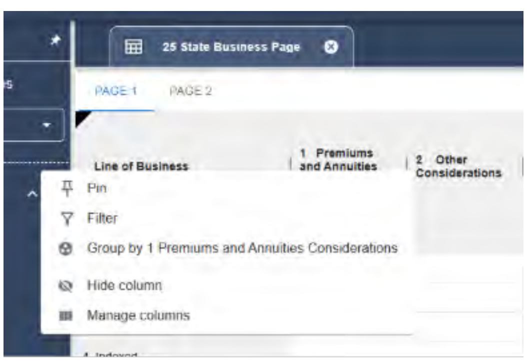
Tax Year and Company Dropdown

All data in the Company Information, Summary Schedules, and State/Jurisdictions sections is specific to the selected year and company.

The Company dropdown allows you to choose which company to view, with schedules and jurisdictions available based on the module type, state of domicile, and licensed jurisdictions provided during account setup. The Year dropdown allows you to view all forms available for the selected tax year.

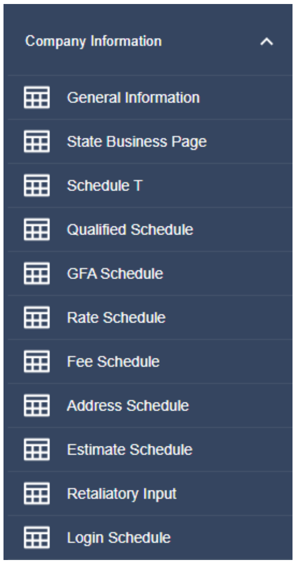
Overview

All schedules include tools to customize how data is viewed. Columns can be sorted alphabetically by clicking the arrow in the column header; up for ascending (A–Z) and down for descending (Z–A). Additional options are available via the three-dot menu in each column header. Here, you can pin columns to keep them fixed on the left, apply filters to show only specific rows, group rows with the same content into collapsible sections, or hide and manage columns to control their visibility.



Company Information

The Company Information dropdown contains the General Information page, State Business Page, Schedule T, and various input schedules.



Summary Schedules

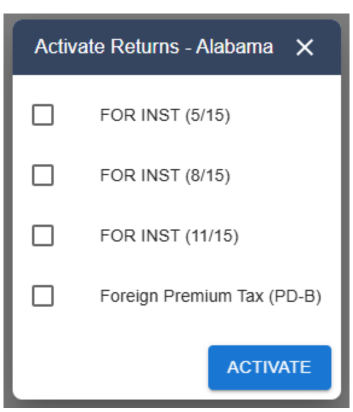
The Summary Schedules dropdown contains the Payment Request Schedule, Summary of Taxes, and Actions Report to provide a centralized view of information.

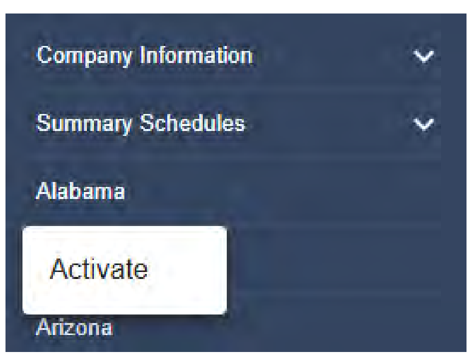
Please Note: Data entered in the Company Information schedules or Summary Schedules is not automatically saved. When a change is made a Save icon will appear on the vertical icon bar on the right-hand side of the screen, and you must click on that icon to save your changes. If you attempt to navigate away from a schedule that has changes that have not been saved, a pop-up window will warn you and remind you that data has not been saved.

State/Jurisdiction

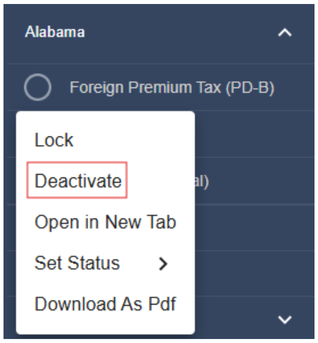
All available jurisdictions will be displayed in the navigation tree. If the jurisdiction has active forms, there will be a down arrow next to the name of the state.

To activate a jurisdiction, right-click on the jurisdiction name in the tree and select “Activate”. This will bring up a list of inactive forms for the jurisdiction. To activate a form, check the box next to the desired form’s name and click “Activate”. You can activate a single form or multiple at the same time.





If an active form is no longer needed, it can be deactivated by right-clicking on the form name and clicking “Deactivate”. A pop-up will appear asking you to confirm your decision.



Please Note: Deactivating a form will delete all data entered. The form can be activated again, but previously entered data cannot be recovered.

All active forms will rollover from one year to the next.

Returns

Zoom

A zoom control is located at the top center of the screen. Use the plus or minus signs to adjust magnification in 25% increments. From the dropdown, you can also select a specific level: 100%, 125%, 150%, 175%, or 200%. The selected magnification will apply to all forms.

Form Tabs

When a form is opened, a tab appears above it displaying the form name. Each open form has its own tab and can be closed individually. If you wish to close a return, you can click on the “x” to the right of the form name. To close all open forms at once, click the “X” at the far right of the tab row.

Hovering over a tab displays additional form details, including the state, tax year, company name, and form name.

If multiple forms are open, you can view two at once by right-clicking a form tab and selecting Open in Split Screen.

Pages

Below the form tab, all pages are listed horizontally. If there are more pages than can fit in a single line, they will wrap to an additional line.

Open Prior Year’s Return

If the current return was activated in the prior year, the Open Prior Year’s Return icon will appear in the vertical icon list on the far right. Selecting it opens the prior-year return.

Prior-year forms display with a yellow form name, while current-year forms display in white.

Return Instructions

If return instructions are available, an icon will appear in the vertical icon list on the far right. Click the icon to open the instructions PDF in a new browser tab.

Download

The Download button, located in the vertical icon list on the far right, generates a PDF of all pages in the active form. The PDF opens in a new browser tab, and a copy is saved in the workstation's Downloads folder.

Payment Request

If the active form includes a potential payment, the Payment Request icon will be available in the vertical icon list. Any edits made here are automatically reflected in the Payment Request Schedule within the Summary Schedules folder on the tree.

Attachments

The Attachments icon in the vertical icon bar opens a window for attaching external files to the return.

- The top of the window lists all possible state-specified attachments. Required attachments are marked with an asterisk (*). Some are conditionally required based on return data.
- To attach a required file, click the cloud icon next to the attachment name and select your file. The file name will appear in the File Name column.
- To attach a non-specified file, click the paper clip in the center of the window or drag and drop a file onto it. These attachments appear at the end of the list and can be deleted using the trash icon.

Notes

Notes can be added to a return or to a specific field on a return. To add a note to a specific field, hover over a field to display the plus-sign icon and then click that icon to open the notes panel on the right. Enter your text and click the checkmark to save. Each note can be edited or deleted by clicking the respective pencil or trash can icon.

Notes will include information about the user, date, and time it was created.

Web Login

For states with online filing systems, the Web Login icon appears in the vertical icon list. Clicking it opens the state's website in a new browser tab and automatically transfers the username and password you have entered in the Login Schedule.

Premium Options

The Premiums Options window can be opened by clicking on the gear icon in the upper right-hand section of the web page. This window has three tabs that let you set company-specific options for a given tax year.

Please Note: If you make changes to the options on any of the tabs, the Save icon in the bottom right-hand corner of the window will turn blue. You must save your changes before navigating out of this window.

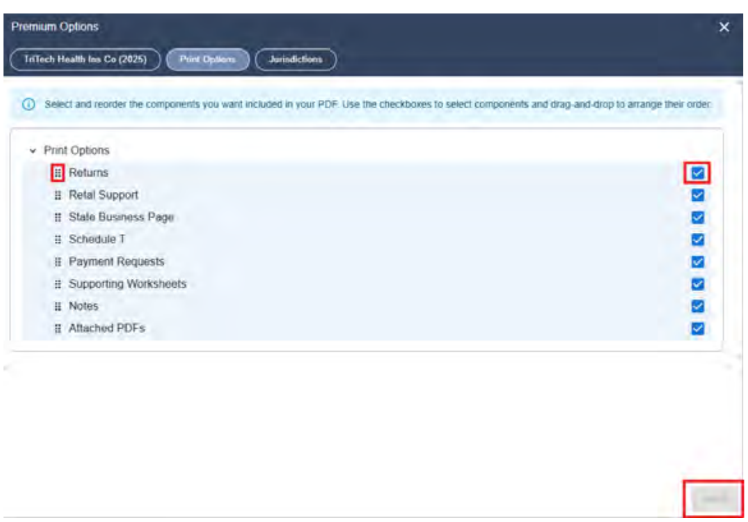
Company Name Tab

The first tab in this window is for options that are unique to filings for the listed company. The options available in this tab include:

- Qualified for RHO in CO – Check this option if your company is not domiciled in CO but qualifies for Regional Home Office treatment. When this option is checked, the Domestic/Regional Home Office return will be used instead of the foreign return. The foreign return will remain active, but electronic filing should be initiated from the Domestic/RHO return and the Domestic/RHO return will be used to populate the Summary of Taxes.
- Calc NJ Premiums according to N.J.S.A. 54:18A-6 – Check this option to indicate that the company is eligible to calculate taxable premiums as provided in N.J.S.A. 54:18A-6 (12.5% Premium Tax Cap). This box must be checked for this section of the return to populate.
- Include OPTins Filing Fee on Payment Requisition Forms – Check this option if you would like to include the OPTins filing fee on payment requests.

Print Options

The Print Options tab allows you to choose which pages to include when printing a return and to customize the order in which they appear. Use the checkboxes on the right side of the tab to include or exclude specific pages from the PDF. To change the page order, click the dots icon to the left of a page name and drag it to the desired position.



Jurisdiction Options

The Jurisdiction tab provides options that can be set on a jurisdiction-by-jurisdiction basis. These options include:

- Display Cents – When checked, the returns for that jurisdiction will calculate to the nearest cent; otherwise, all returns for that jurisdiction will round to whole dollars.
- Retal Support - The default for Retal Support is to have both the Retaliatory Return and the Retal worksheet. Available options are to use only the retaliatory returns or only the retaliatory worksheets. The underlying calculations will not be changed but access to the return and the worksheet can be controlled through this option.
- Estimate Basis - Estimate Basis may be either “Prior Year” or “Current Year”. If prior year is selected, the estimate returns will use the amount in the Prior Year Tax Liability column of the Estimate Schedule to calculate the estimated current year liability. If “Current Year” is selected, the estimate returns will use the amounts entered in the “Current Year or [Qtr] Installment Premiums” columns on the Estimate Schedule.
    - Pay All with First - Check the box to indicate that you wish to pay the entire estimated tax liability with the first installment, if permitted.

These options may include default selections based on what is generally accepted by the corresponding jurisdiction. Certain estimate-related options, such as Estimate Basis and Pay All with First, may be locked and not editable if required by the jurisdiction.

STRATUS MUNICIPAL PRO

CHAPTER 03

Premium Pro Municipal is a premium tax compliance software product that enables you to prepare local premium tax returns more effectively and efficiently. Municipal processes your city and county premium tax and fee returns for Kentucky.

Getting Started

Login

Go to https://stratus.tritechsoft.com. Enter your email, click "Continue," then input your password. Select "Municipal" from the 9-square grid icon in the top-left corner.

Company Information

In the **Company Information** folder, review and update details on the **General Information** page. Other schedules such as Input, Address, and Rate & Fee can be found in this folder.

Creating an Import File

You can import premium data into Stratus using an ASCII file:

- **Manual Creation**: Follow the existing file format used in Premium Pro Municipal.
- **Allocator Export**: Use Premium Pro Allocator to generate a compatible ASCII file.

Importing Data

To import:

- Right-click the **Input Schedule** and select **Import Premium Data**.
- Choose to replace or keep existing data.
- Click or drag ASCII file
- Alternatively, copy and paste from Excel or enter data manually.

Jurisdiction Management

Activate jurisdictions by right-clicking on the **Municipal Returns** folder and selecting **Activate, then select the municipalities from the Activate Returns dialog to activate them**.

Deactivate a return by right-clicking on the return from the **Municipal Returns** folder and selecting **Deactivate**. Please note that you can only deactivate the returns one at a time.

Lock/ Unlock Returns

You can lock/ unlock all active returns by right-clicking on the **Municipal Returns** folder and selecting Lock All or Unlock All.

To lock/ unlock individual return, right click on the return and choose Lock or Unlock.

Return Status

Set the return status by right-clicking a jurisdiction and choosing from options like "Being Prepared," "Ready for Review," "Approved," or "Finalized."

Icons on the right

Icons on the right allow you to:

- View the return instructions.
- **Download** forms to a PDF.
- View **Payment Request** forms.
- Add **Attachments** and **Notes** to your return.

Need Help?

Use the envelope icon for email support or the question mark for help files.
For additional assistance, contact stratussupport@tritechsoft.com.

Stratus Municipal Import

An ASCII file, which is used to import premiums and other data into the Stratus Municipal input schedules, may be created using one of the two following methods.

- Create an ASCII file according to the specifications contained in this appendix.
- Export data from Premium Pro Allocator. Allocator creates an ASCII file that can be imported into Municipal.

The ASCII File Import Method

Two different layouts can be followed when creating an ASCII file. The first layout is By Municipal Name. Each line of the ASCII file lists the municipality name, followed by other data to be imported.

The second layout is By Municipal Code. Each line of the ASCII file lists the municipal code of each city, followed by other data to be imported.

Importing an .imp file from Allocator

Allocator allocates insurance policies to the correct municipality. After allocation, you may create an ASCII file with an extension of. imp. Like the ASCII file created by the Annual Software, the .imp file is already in a file format that can be imported into Municipal. Allocator allows you to create an ASCII file in either layout (By Municipal Code or By Municipal Name).

ASCII File Format

Each line contains all the information of one municipality and must end with a carriage return line feed. Negative numbers are designated by placing a minus sign immediately preceding the number. No null characters are allowed. For Kentucky, the first two fields of each line have a specific starting position and length. The premiums are split into seven premium types.

All items in a list must be assigned a value. If premiums have not been written in a municipality, a zero must be assigned to the item. Otherwise, the next item in the list will be imported to the wrong column in the input schedule.

The city assigned code is any alphanumeric string that may be assigned to your company by the city.

Refer to Input Schedule to obtain a valid list of taxable municipalities and municipal codes. Invalid names and codes will be imported to the input schedule as “9998 Other Municipalities.”

Kentucky

By Municipal Code

Starting Col	Description	Length	Data Type	Valid Values
1	Quarter	2	Numeric	1, 2, 3, 4
3	Municipal Code	5	Numeric	Valid Municipal Code
8	Casualty	W Space Delimited	Numeric	Number
	Fire/Allied Perils	W Space Delimited	Numeric	Number
	Health	W Space Delimited	Numeric	Number
	Inland Marine	W Space Delimited	Numeric	Number
	Life	W Space Delimited	Numeric	Number
	Motor Vehicle	W Space Delimited	Numeric	Number
	Other Premiums 1	W Space Delimited	Numeric	Number
	Other Premiums 2	W Space Delimited	Numeric	Number
	City Assigned Code	W Space Delimited	Alphanumeric	No spaces allowed in string

By Municipal Name

Starting Col	Description	Length	Data Type	Valid Values
1	Quarter	2	Numeric	1, 2, 3, 4
3	Municipal Name	32	Numeric	Valid Municipal Name
35	Casualty	W Space Delimited	Numeric	Number
	Fire/Allied Perils	W Space Delimited	Numeric	Number
	Health	W Space Delimited	Numeric	Number
	Inland Marine	W Space Delimited	Numeric	Number
	Life	W Space Delimited	Numeric	Number
	Motor Vehicle	W Space Delimited	Numeric	Number
	Other Premiums 1	W Space Delimited	Numeric	Number
	Other Premiums 2	W Space Delimited	Numeric	Number
	City Assigned Code	W Space Delimited	Alphanumeric	No spaces allowed in string

Louisiana

By Municipal Code

The ASCII file layout for the Louisiana import by municipal code is as follows:

Starting Col	Description	Length	Data Type	Valid Values
1	State Abbreviation	2	Alpha	"LA" or "la"
3	Municipal Code	5	Numeric	Valid Municipal Code
8	Premium Amount	W Space Delimited	Numeric	Number
	City Assigned Code	W Space Delimited	Alphanumeric	No spaces allowed in string

By Municipal Name

The ASCII file layout for the Louisiana import by municipal name is as follows:

Starting Col	Description	Length	Data Type	Valid Values
1	State Abbreviation	2	Alpha	"LA" or "la"
3	Municipal Code	32	Alpha	Valid Municipal Name
35	Premium Amount	W Space Delimited	Numeric	Number
	City Assigned Code	W Space Delimited	Alphanumeric	No spaces allowed in string

Company Information

In the Company Information Folder on the left of the page, you'll find General Information Page and Schedules.

General Information Page

This form is your company's general information that carries over to each form. It will automatically populate, so that this information only needs to be saved once. This page has been designed for you to enter company specific information such as company name, address, telephone number, NAIC Code, Federal ID Number, officer names, signer names, preparer information, contact information, etc.

Schedules

The schedules under the Company Information folder include Input Schedule, Rate and Fee Schedule ,Address Schedule, and Login Schedule (if it's applicable to the State).

Refer to View Schedules for different options to view the reports and schedules.

Input Schedule

This schedule contains a list of taxable municipalities and municipal codes for the State Inputting a value in an input schedule will activate that jurisdiction return.

For Kentucky, the Input Schedule is separated by the quarter that is selected in the dropdown; when the return is activated, it is also activated in subsequent quarters and Annual Reconciliation. See the Kentucky Specifics page for more details on Kentucky filings.

25 Input Sch Qtr 1

Code	Municipality	City Assigned Code	Overpayment from Prior Period	Casualty Premiums	Fire and Allied Peril	Health Premiums
121	ADAIRVILLE		43.75	1,000.00		
122	ALBANY			1,000.00		
123	ALEXANDRIA					
237	ALLEN					
124	ANCHORAGE					

Rate and Fee Schedule

This schedule provides a listing of all applicable rates and/or fees for all municipalities . Any overrides made on this schedule will flow to or be used in the municipal calculation. However, overrides will not roll over to subsequent year rate schedules.

25 Rate & Fee Sch Qtrs 1 ...

Code	Municipality	Casualty	Fire	Health	Marine	Life	Motor	Other	Min Tax	Life Flat Fee
121	ADAIRVILLE	5.00%	10.00%	0.00%	10.00%	0.00%	5.00%	0.00%		
122	ALBANY	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%		
123	ALEXANDRIA	10.00%	10.00%	0.00%	10.00%	0.00%	10.00%	10.00%	5.00	

Address Schedule

This schedule contains the payee, mailing information, and contact information for the municipalities to which payment is due. Any overrides made on this schedule will flow to both the return and applicable payment requests.

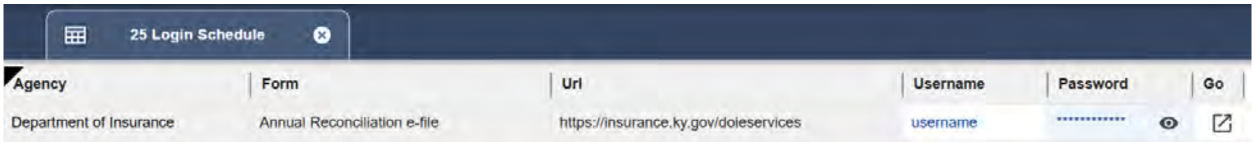
25 Address Schedule Qtr 1

Code	Municipality	Description	Payee	Address 1	Address 2
121	ADAIRVILLE	Kentucky Municipal License Fee	City Of Adairville	PO Box 185	
122	ALBANY	Municipal Return	City Of Albany	City Clerk	PO Box 129
123	ALEXANDRIA	Municipal Return	City Of Alexandria	PO Box 932693	

Login Schedule

In Municipal, the Login Schedule provides a place for you to enter your company's usernames and passwords to some returns that can be filed online. The passwords are encrypted and are not displayed in plain text.

When you are ready to login the website, you can click on the icon under the Go column, the software will open the webpage and transfer the username and password to the corresponding fields on the website.

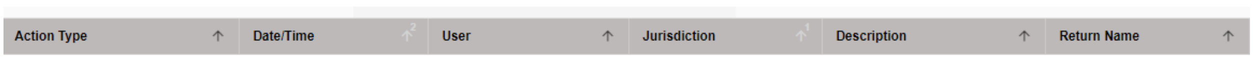


Schedules

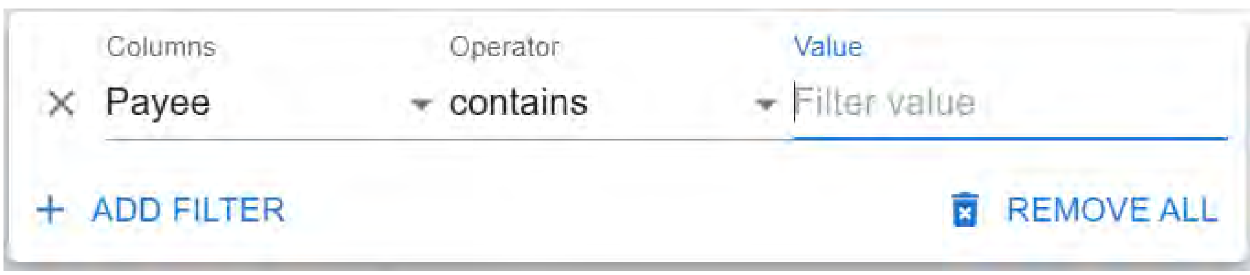
View of Schedules

Filter/Sort

Columns in the Schedules can be sorted by either ascending or descending alphabetical order based on the column. For example, clicking the arrow icon on the Jurisdiction column will sort all columns in alphabetical order based on the Jurisdiction column.



Columns in the Schedules can also be filtered using the Filter dialog. Click on the three dots on the column header and choose Filter to open the dialog, and set the filter there.

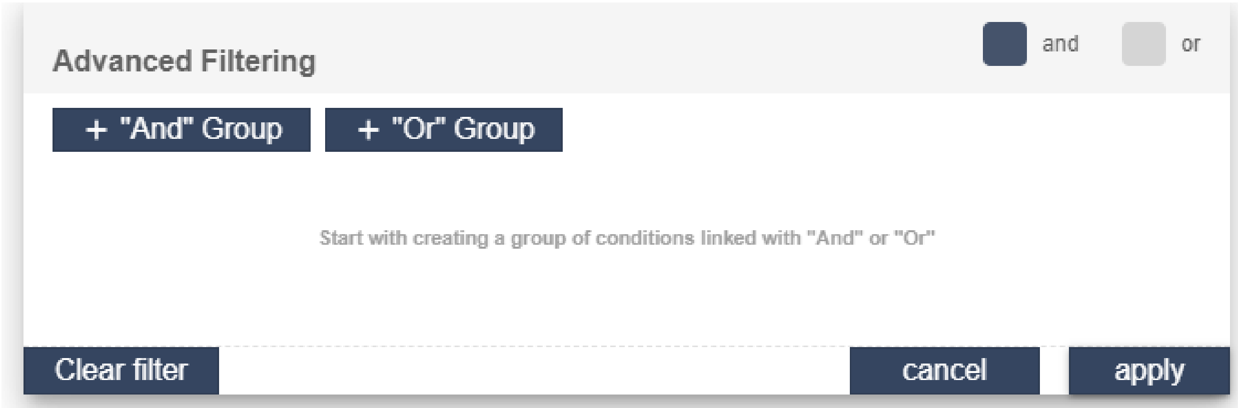


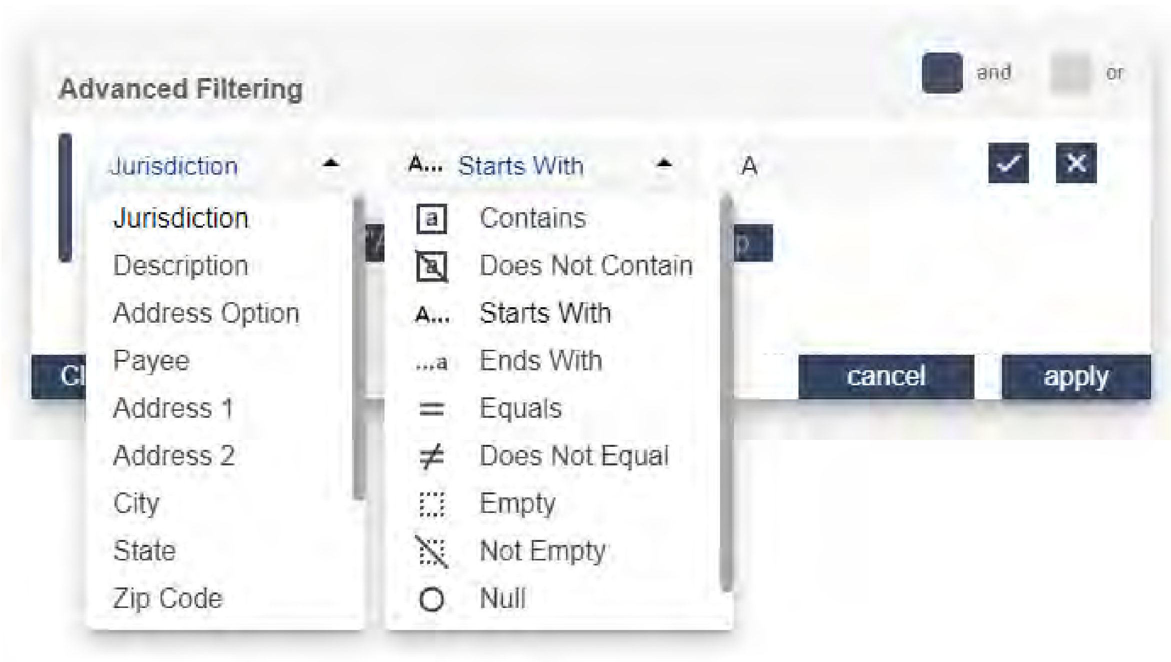
Hide Column

You can hide a column by clicking on the three dots on the column header and choose Hide column to hide that column. You can also hide some columns by clicking on the three dots on the column header and choose Manage columns, then uncheck the columns you want to hide. To unhide columns, click on the three dots on the column header and select Manage columns, then check the columns you want to unhide. ’

Column Pinning

Columns can be pinned to the left-hand side so that they are always visible. Select Pin and check the box next to the desired column. Alternatively, you can also select ‘Unpin All’.





Reset

If you need to reset your filters, simply click the Reset button on the toolbar and all filters will reset to default settings.

Summary Schedules

In the Summary Schedules Folder on the left of the page, you'll find Summary of Taxes, Actions Report and Payment Request Schedule.

Refer to View Schedules for different options to view the reports and schedules.

Actions Report

The Actions Report tracks actions such as when filings are locked, unlocked, and amended, as well as any value overrides that occur. Each listed action details the user' email address, a time stamp, and on which form the action occurred.

Schedules

Summary of Taxes

The Summary of Taxes schedule is tailored to each state. The schedule highlights total premiums, locations, taxes, fees, and overpayments specific to the state return.

Payment Request Schedule

Each municipality return includes a Payment Request page, that can be accessed from the icon on the Right. The standard form includes various items such as the payee information and the ability to input up to six G/L descriptions, account numbers, cost centers, and amounts. The payment request description also includes the state abbreviation and tax year.

You will find a drop-down box on the Payment Requisition Form which allows you to choose your payment method: Check, ACH Credit, ACH Debit, Credit Card, or EFT. The company NAIC number can be found in the top left-hand corner of the Payment Request form.

The information on the Payment Requisition Form does source in from the Payment Request Schedule, and vice versa. The Payment Request Schedule provides a convenient place for you to view all of the active payment requests in Stratus and review your amounts due. You may also use the copy and paste feature here to fill in recurring values to avoid repetitious work

Returns

Municipal is a premium tax compliance software product that enables you to prepare local premium tax returns more effectively and efficiently.

Entering Data

To begin working in Municipal, you must first input data into the Input Schedule. To do this you may import data, copy and paste data, or manually type in data.

1. Importing Data: To import right click on the input schedule and select import premium data, then it brings up a dialogue box

Two options:

- Import data without clearing out any existing information
- It will clear all existing data and then import your file

2. Copy and Paste: To copy and paste data from an excel document, you can mass-select your data in Excel and copy, then paste into the Input Schedule.

3. Manual Entry: Type into a particular jurisdiction row.

4. Entering data into a jurisdiction will activate that jurisdiction in the tree on the left.

Activating Jurisdictions

To activate a jurisdiction without inputting data, right click on the Municipal Returns bar just below the Company Information section and select “Activate”. A pop up will generate a list of all jurisdictions in Kentucky. Select which jurisdictions you want activated and click “Activate” at the bottom. The jurisdictions will activate and populate in the tree below Company Information.

Additional features of this menu include lock and unlock jurisdictions, download all to pdf, and set status. By right-clicking on a jurisdiction, any of these actions can be taken.

- Lock/Unlock a Jurisdiction- Right-click on the jurisdiction of your choosing and select to lock or unlock it. Locking will allow you to still view it, but changes cannot be made until it is unlocked. This prevents errors and unauthorized changes. To lock/ unlock individual return, right click on the return and choose Lock or Unlock.
- Download All to .pdf- You may want to download all of your returns for a jurisdiction for your own file-keeping or for printing purposes. You can select Download all Municipal Returns to download all of the returns; you can select Download all Payment Requests to download all of the payment request forms.
- Set Status- Right-click on the jurisdiction and select to set the status of the return as is pertinent from the available list of statuses.

Municipal Options

Each state has a different set of options. You can access the options dialog by clicking on the Options icon. After you change the options, click the SAVE button in the dialog.

Kentucky

Assess the tax on the policyholder. If this option is selected, the amounts in column 3 will be added to the totals in column 5. This option does not affect the tax liability.

Assess a Collection fee on the policyholder. If this option is selected, a collection fee will be calculated in column 4. The amount will be added to the totals in column 5. This option does not affect the tax liability.

Report Code A and B city premiums to County. After selecting this option, premiums from cities listed in the KY Office of Insurance Tax Code Descriptions having a tax code of A or B will automatically flow to the county form. After selecting this option, you will not have to input city premiums into the line for the county return (input schedule). Any additional premiums reportable to the county alone must be manually input or listed in the ASCII file. Please note: This option cannot be used if the ASCII file you are importing was created by Premium Pro Allocator.

Louisiana

Use tax schedule rate from LRS 22:833 when calculating all municipalities. Select this option to calculate the tax for all municipalities using the schedule prescribed by state statute.

Allocate Variance from Form 1076 Page 4 Line C

- Allocate to positive premiums only. Select this option to allocate the Form 1076 variance over municipalities with positive premiums only.
- Allocate to positive and negative premiums. Select this option to allocate the Form 1076 variance over all municipalities.

One - Sixth investments are in Louisiana will reduce the tax payable to 1/3 of the regular tax. This option should be checked if 1/6 of the total admitted assets of the payer are invested and maintained in qualifying Louisiana investments (LRS 22:832(B)). A message will print on the return indicating that 1/3 of the standard tax is paid.

Plate Glass or Steam boiler Inspection Insurers. Plate glass and steam boiler inspection insurers should select this option. Selecting this option generates a tax 1/3 of the standard tax. A message will print on the return indicating that 1/3 of the tax is paid.

Use Life Code rates when a P&C or Risk Company has A&H premiums. When selected, the rate schedule used to generate a tax for a P&C or Risk company will be the rate schedule used for a life company. For example, The P&C code tax schedule for Abita Springs is X, but if the option is select, the Life code tax schedule of A will be used instead.

Digitized Signature

To create a digitized signature, open a return and click on the signature line. A popup will generate providing options for you to create your signature. In Stratus, you can create your own digitized signature, and it will be available for your current and other returns.

Municipal Return Status

An icon appears next to each form name in the tree, identifying the current status of the form.

 **Updated**. The form has been updated and is ready for filing.

 **Not Updated**. The form should not be filed with taxing authority until it has been updated and/or approved.

Additional Features

To view more than one schedule or form at a time, open both you want to view, and then right click on either tab in the open-tabs bar and select 'Open in New Tab. This will allow you to view two different schedules or forms, or two identical forms from differing years, at the same time.

Zoom: In the middle top of the screen, there is a zoom in and out feature. Click on the down arrow, the plus sign, or the minus sign to make your desired adjustment.

The icon bar on the right of each open schedule or form provides you with the following options:

- Open Prior Year's Return: To utilize the split screen with a prior year's return, click on the Prior Year's Return icon once you have a form open.
- Instructions: Click on the Instructions icon for state statutes and filing instructions.
- Download: Select download if you want to download the form you are working on to a .pdf to your own computer. You can find it in your Downloads folder.
- Payment Request: Click this form to access General Ledger descriptions, payee information, account number, cost center, and payment amount in one condensed form for your interdepartmental purposes to request payment.
- Attachment: Select the Attachment Icon, then drag and drop or click the upload button to upload your attachments.
- Notes: Add a note to your return by clicking the Notes icon, typing your note, and clicking the check box to save it. You can select a particular field for which the note is meant to be affiliated.

States

Kentucky

The Kentucky module consists of quarterly returns and an annual reconciliation. The format of these returns and the tax rates to be applied to each city or county is contained in the Annual Bulletin available from the Kentucky Department of Insurance Local Government Premium Tax Unit. The bulletin should be reviewed before filing taxes to ensure that the proper amounts of premiums are assigned to each municipality and/or county. Municipal premium taxes are prescribed by Kentucky Revised Statutes 91A.080.

Kentucky Company Information includes four input schedules, one for each quarter. Each must be completed for every quarterly filing. A separate column exists for each line of insurance that can be taxed by each municipality.

A handful of municipalities assess a flat fee upon one or more lines of insurance. In such a case a 0% tax rate will appear in column 1 (Established Tax Rate). However, a fee will appear in column 3 (tax payable). Refer to the Annual Bulletin to determine what cities assessed a flat fee.

Selected cities assess a minimum tax upon total premiums payable every quarter. If premiums are not high enough to generate a tax that exceeds the minimum tax, the minimum tax will appear on the total line of column 3. The minimum tax will not foot to the tax generated for each individual line on insurance.

Form LGT 140

The LGT 140 sources information from each quarterly return (LGT 141). Subsequently, it does not calculate the tax liability for each quarter itself. The tax is always calculated on the quarterly LGT 141. You cannot complete the LGT 140 without completing the input schedule for each quarter.

Overpayments will be sourced to column 6 of the LGT 140. You may input any unpaid quarterly tax liability into column 6 by typing directly on the form. Then complete Section II by entering the appropriate dates in the Date Tax Was Paid column.

Form LGT 142 (Code A cities) and Code B cities

If you file a return for any city listed in the LGT 142 instructions, you must also file a return for the county where the city is located. These cities are also noted in the KY Office of Insurance Tax Code Descriptions as having a tax code of A.

After computing the Kentucky module, city premiums and taxes will be sourced to the appropriate county's LGT 142. You should then enter the total of city premiums appearing on the LGT 142 into the county input schedule record along with premiums allocable to the county (if any premiums are allocable to the county).

There are also cities listed in the KY Office of Insurance Tax Code Descriptions as having a tax code of B. Although a LGT 142 credit is not allowed and the form need not be filed, city premiums must be also reported to the county.

Please note: If additional premiums are reportable to the county that are not reportable to the city, these premiums must be entered into the input schedule (or included in the ASCII file).

Kentucky Overpayments

If you over-report premiums and over-pay taxes to any municipality, you may offset your tax liabilities in subsequent quarters (See the Annual Bulletin). If you have an overpayment that is to be applied to your tax in any subsequent quarter, the overpayment information will be printed on the return.

Municipal will track overpayment information based on the tax information you have input into the Module. If you input negative premiums into the input schedule for any quarter and a negative tax payable is generated, the Municipal Module will track the overpayment from quarter to quarter. The overpayment will be netted against the tax payable for each quarter until the overpayment has been exhausted.

The Department of Insurance does not provide a form to use concerning overpayment calculations. If your overpayment extends over several quarterly payments (or years), the local/state government agencies could request additional detail to justify how and when the overpayment was incurred.

Overpayments are rolled from year to year automatically. The overpayment resulting from the prior year Annual Reconciliation will roll to the first quarter input schedule. You may also manually enter the overpayment information into the input schedule.

Louisiana

The due date and a description of the license tax calculation can be found in the Louisiana Revised Statutes. Some municipalities may indicate a due date that is different from that mentioned in the statute. Required data for the input schedule is taxable premiums as prescribed by LRS 22-833. The tax schedule for selected municipalities may differ from the maximum tax schedule stated in the statute. The statute prescribes different schedules for Life/Accident Insurance premiums and Other Insurance premiums.

Taxes for a number of municipalities are collected by Louisiana Municipal Advisory and Technical Services (LaMATS) as prescribed by LRS 22:834. A separate return is generated for these cities. Only one payment is required when filing this return.

Support

At the top, right-hand side of the page, clicking on the envelope will guide you to email Support. Clicking on the Question Mark will lead you to help files if you have questions about the software.

For additional help, email StratusSupport@tritechsoft.com or visit our help file for more information.

STRATUS FORMSPLUS

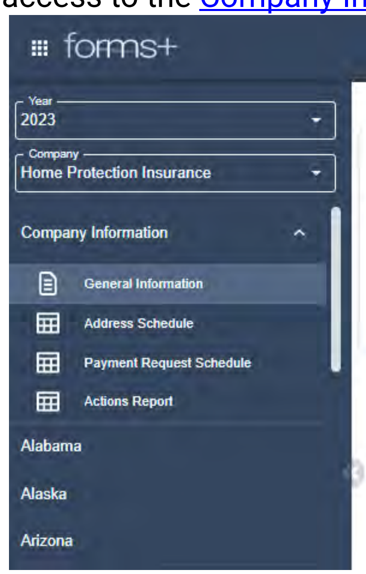
CHAPTER 04

Stratus FormsPlus houses over 900 forms for all 50 states and U.S. territories. This client-driven program allows you to keep up with your tax filings as well as shorten filing time by placing various premium tax related forms in one easy-to-use space. Forms include, but are not limited to, annual statement checklists, worker' compensation, UCAA, fees, and reporting forms.

FormsPlus Home Page

Once logged in to Stratus and in the FormsPlus product (selected from the navigation grid), the Home Page will load with a blank screen and empty tree on the left of the page. To begin working in FormsPlus, select the tax year and company you need.

After you select the Tax Year and Company, the following Tree is loaded. You will have access to the Company Information folder and all the available forms from this Tree.



Email Support

If you have any questions about the program, click on the Email Support icon. This will generate an email for you to contact Stratus Support.

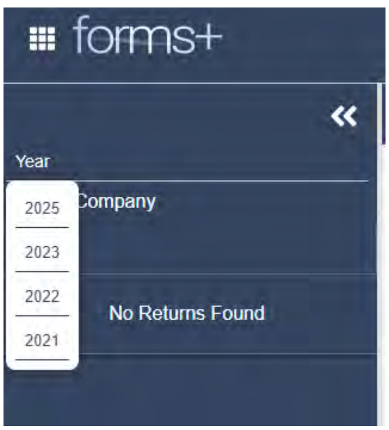
Need help?

Click on the Help icon to be taken to the Stratus FormsPlus Help Files page in a new tab.

Stratus FormsPlus: Getting Started

Tax Year

Once you are in FormsPlus, select the tax year in which you want to work. Click on "year" and choose a year from the dropdown menu.



Next, select your company.

Select Company

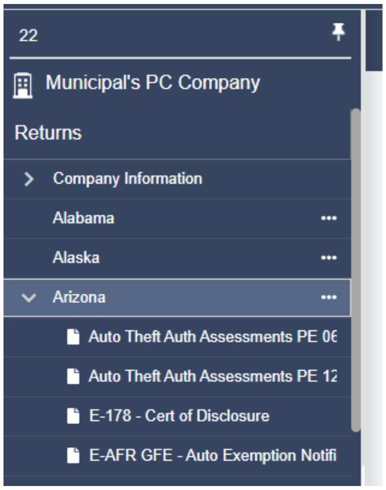
After selecting the tax year, it's time to select your company. You may have access to multiple companies or just one depending on the access designated by your employer. To select a company, click "Select Company" and choose the company name you want from the dropdown.

Once the company is selected, new options will display in the tree, including Company Information and all available jurisdictions (states and/or U.S. territories)

Navigating FormsPlus

Tree

The Tree is used to access all company related information, schedules, and forms.



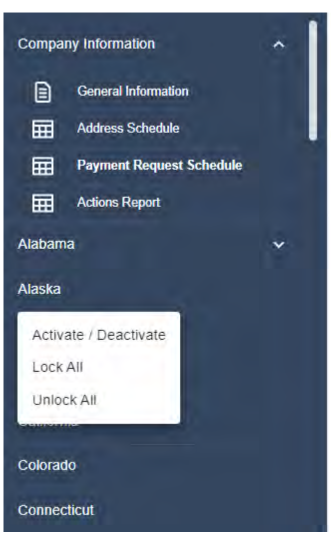
Company Information

The Company Information folder will include the General Information form, Address Schedule, Payment Request Schedule and Actions Report.

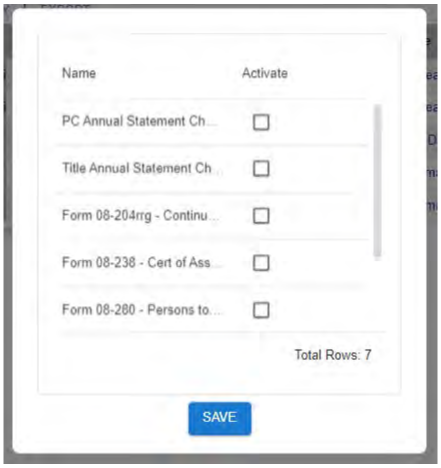
State/jurisdiction

All available jurisdictions will be displayed in the navigation tree. If the state has active forms, there will be a down arrow  next to the name of the state; otherwise, no forms have been activated for that state.

To activate a jurisdiction, right click on the jurisdiction name in the tree, and select "Activate/Deactivate."



This will bring up a list of inactive forms for that jurisdiction.



To activate a form, check the box next to the desired form and click “Save.” You can activate multiple forms at the same time, by checking the boxes next to any number of desired forms and then selecting “Save.”

Once a form is activated, it will be visible in the tree. This allows the user to view only those forms activated by the company in the active workspace. A jurisdiction’s forms can be expanded and collapsed by using the arrow to the right of the jurisdiction name.

If an Active Form is no longer needed, it can be deactivated by right-clicking on the

jurisdiction, and selecting “Deactivate.” A popup will appear asking you to confirm your decision. To deactivate multiple forms at a time, right click on any form or on the jurisdiction name. A selection box will appear. Uncheck the boxes for the desired form(s) and then click “Save.” A popup will appear asking you to confirm your decision.

Warning: Deactivating a form will delete all data entered into the form. The form can be activated again, but previously entered data cannot be recovered.

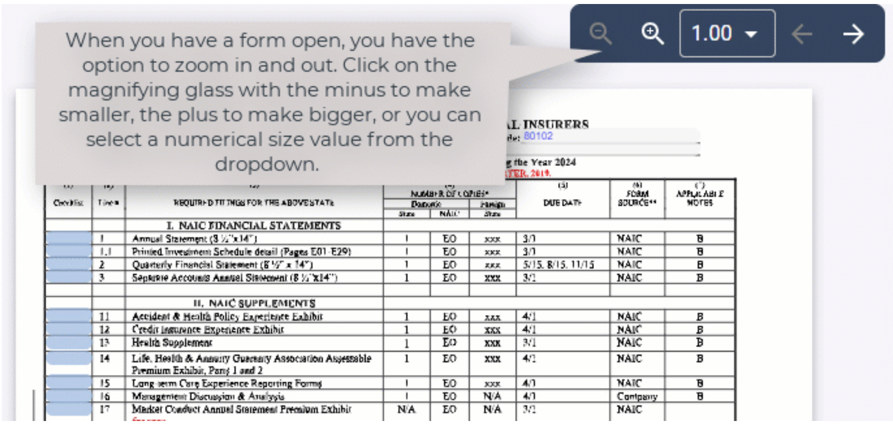
Forms

Click on the active form in the Tree to open it. See the topics below to learn about form features.

Form Name

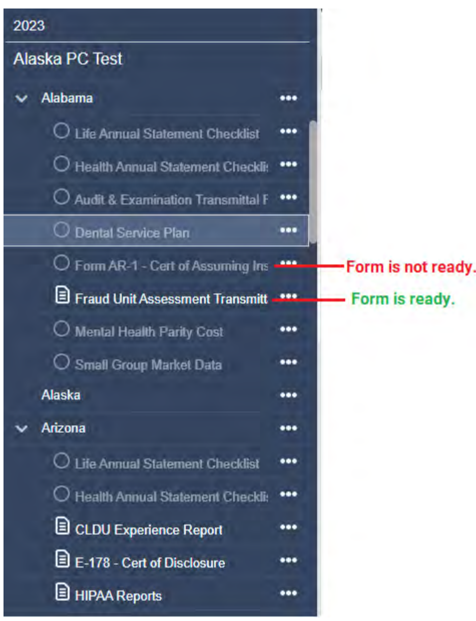
When you open a form, the name of the form will be located at the top of the page. To the right, you have the option to zoom in or out based on your preference, as well as click through the pages of the form using forward/backward arrows.

Zoom



Form Status

When the title of a form in the tree is gray, the form is not yet updated. TriTech works to update these as soon as information is released from each jurisdiction.
When the title of a form in the tree is white, it is updated and ready for use. See below example.



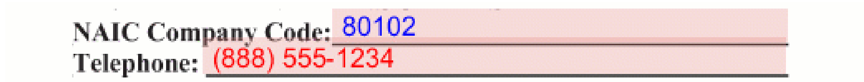
Form Fields

There are two types of fields that are visible on all forms.

- **Blue** (UI): User Input fields. These fields are blank and are to be filled out by the user.
- **Pink** (Calc): Calculation fields. Pink colored fields are calculated fields, meaning that Premium Pro calculates the corresponding data for that field and returns a value to it. Pink fields are also used to roll over specific data from year to year,

such as unique company identification number or the amount reported on a particular line of a return from the previous year.

- By default, the text or numbers in the Calc fields are blue. If a value in one of these fields is overridden, the color of the text or numbers will change to red. To undo this override, highlight the value in the field and press the "Delete" button on your keyboard. This will restore the text that was previously there. An override will appear in the Actions Report.



Once a form is open, you can enter the required data in the blue user input fields. The pink fields either have data already pre-filled from the general information or another related form, or have calculated automatically based on data entered.

In Stratus, the data is automatically saved when you enter them on the forms so that you don't need to manually save them.

To view multiple forms at the same time, right click on the form in the tree, choose either 'Open link in new tab', or 'Open link in new window'. If you want to see forms side-by-side, the new window option will make this easier. When you want to see the same form from the prior year, you can open a new tab or window and then select the form in the prior year of your choice.

Forms with Return Instructions

Forms that have Return Instructions will have an additional icon info icon on the toolbar. Click this icon to view, and a new window will open to display the Return Instructions.

Icons

On the right side of the screen is the icon bar. The only icons you will see at any given time are the icons available to the page you have open. Example, if you are working on a checklist, the button that will take you to the payment request will not be activated because no payment is due on a checklist. Hover over the icons below to learn what each one means.

Company Information

Company Information includes the General Information page and Address Schedule.

General Information

This page has been designed for you to enter company specific information such as company name, address, telephone number, NAIC Code, Federal ID Number, officer names, signer names, preparer information, contact information, etc.

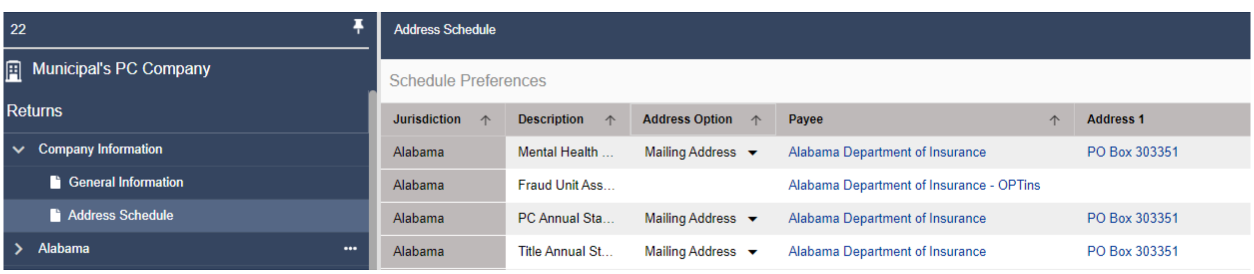
Company data only needs to be entered once and the data will flow to each return as needed. When all data has been entered and verified, click the Save icon on the toolbar, and the data will transfer to all active forms.

The General Information will also automatically transfer from year to year.

Address Schedule

The Address Schedule contains information for each form in the software, including mailing and physical address, payee name, contact name, contact telephone number, contact email address link, and a web link directly to the location of the form on the internet.

If the form has a mailing address and a hand-delivery address, the preferred address type can be selected with the drop-down box on the Address Option column.



Customizable Features of the Address Schedule

Filter/Sort

Columns in the Address Schedule can be sorted by either ascending or descending alphabetical order based on the column. For example, clicking the arrow icon on the Jurisdiction Column Header will sort all columns in alphabetical order of Jurisdiction title.

Hide

You can hide columns by clicking on the eye icon and unchecking the box next to the desired column. Alternatively, you can also click on the eye icon and select or 'Show All.'

Column Pinning

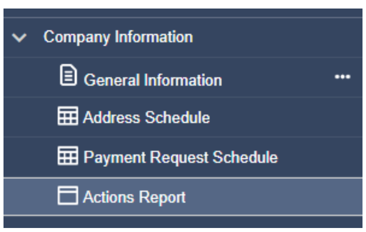
Columns can be pinned to the left-hand side so that they are always visible. Select the pin icon and check the box next to the desired column.

Advanced Filtering

You can filter columns based on a variety of search conditions. Click on 'Advanced filtering' in the top right, and then select either 'And' or 'Or' Group to add a new filter. Select the column you would like to filter, the filter type, and the letter or keyword to search or filter for in the value field. Once you are done, click 'Apply.'

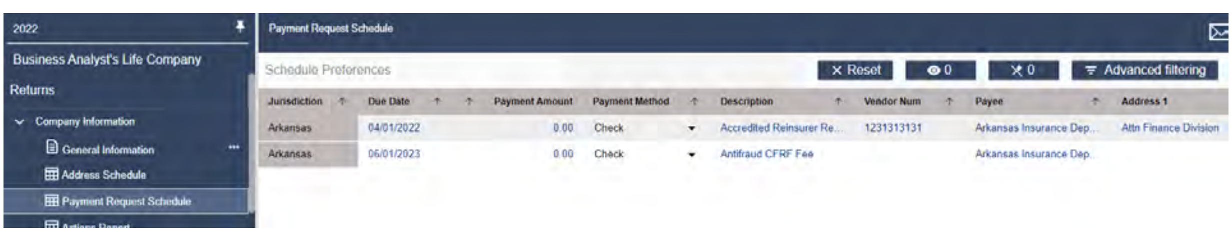
Schedules & Reports

In the tree you will also find the Payment Request Schedule and Actions Report. Each can be navigated with the same filters as the Address Schedule.



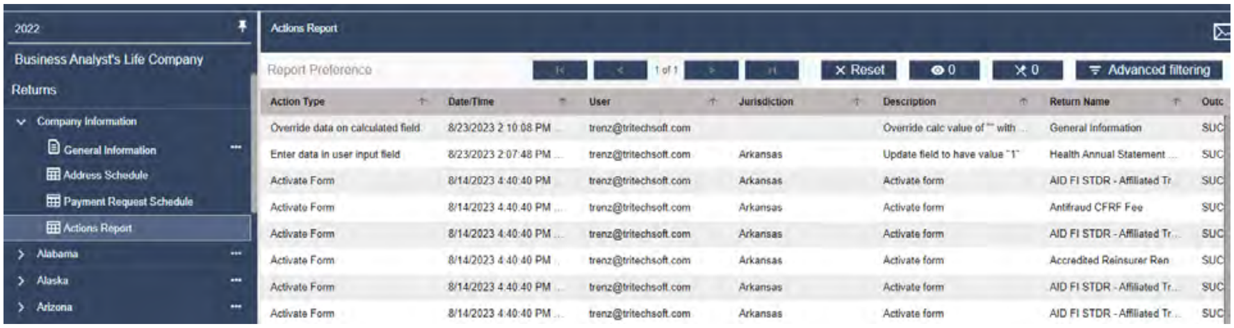
Payment Request Schedule

Any form that has payment attached to it will populate along with the amount that is owed, based on the return that has been completed. A return must contain a monetary value to be paid in order to populate in the Payment Request Schedule.



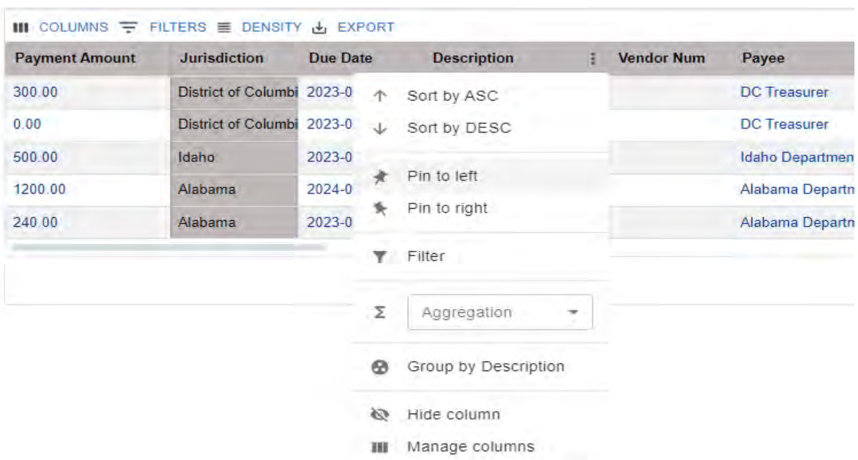
Actions Report

The Actions Report tracks actions such as when filings are locked, unlocked, amended, and e-filed, as well as any value overrides that occur. Each listed action details the user name, a time stamp, and on which form the action occurred. Note that the action report may consist of multiple pages, so an arrow tool to move from page to page is located on the toolbar at the top with the other filter buttons.



Filtering and Sorting

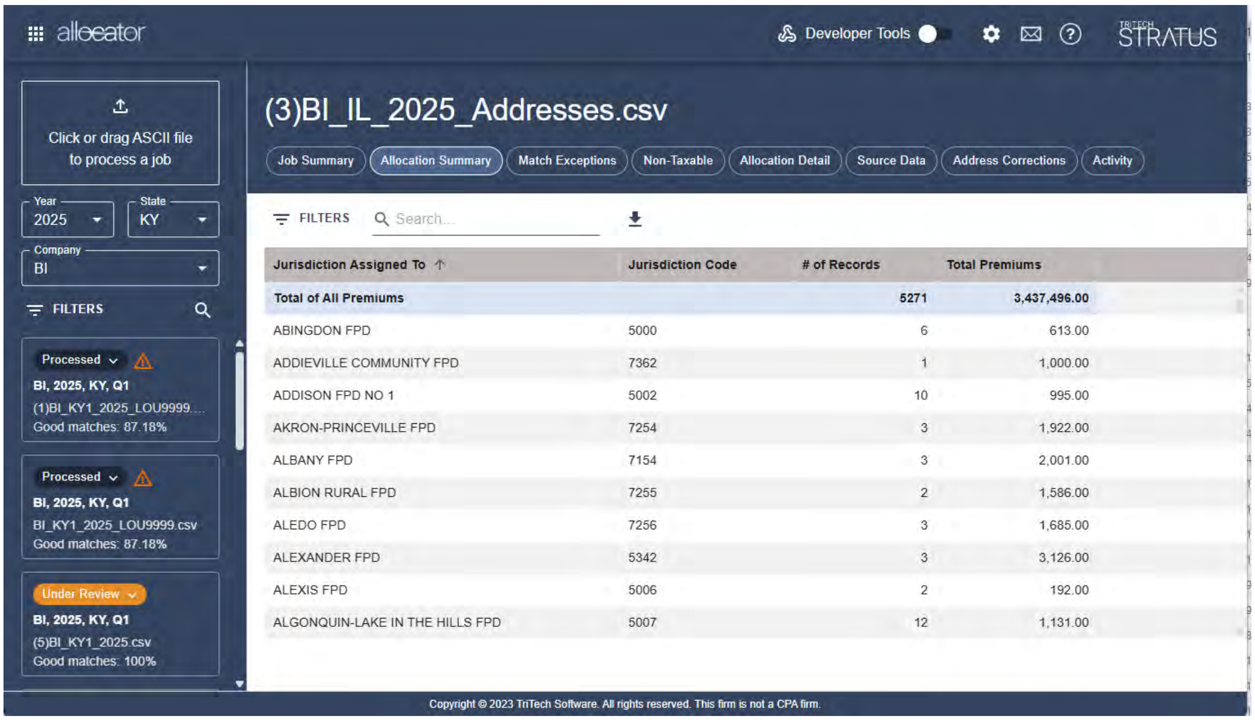
Each of these reports can be filtered by clicking and dragging a column header or clicking on the “more” (three dots) icon on the right side of each column header. To view in ascending or descending order of one column’s data, select the arrow that appears when hovering over that column header.



STRATUS ALLOCATOR PRO

CHAPTER 05

Allocator determines the physical location of addresses using geographic mapping technology. Once the physical address is identified, the program can determine the relevant taxing jurisdiction for that address.



The program uses an extensive database comprised of addresses and address ranges for each state. The program searches this database to find an address that matches the address listed on the policy. The data returned is called a **matched address**.

The location of the matched address is plotted against a digital map of the state. This map includes city, county, and fire district boundaries, so Allocator is able to identify precisely where the address is located.

This process is called **geocoding**.

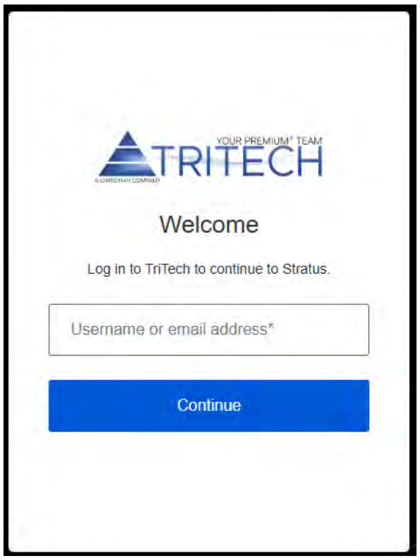
After the address is geocoded, Allocator determines the proper taxing jurisdiction to which the address is assigned. This jurisdiction may be a city, county, or fire district This process is called allocation. The results of the allocation process can be imported into Municipal and the Life/P&C Annual Tax software modules.

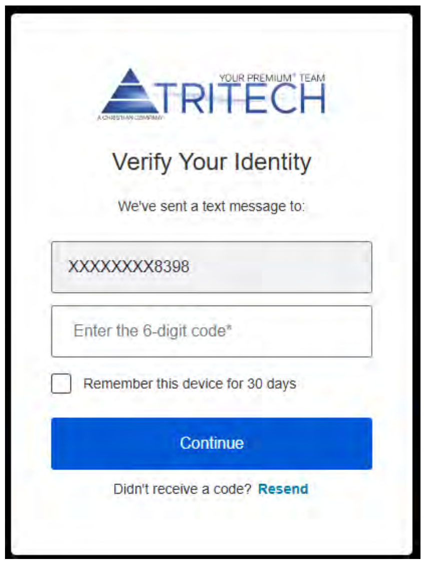
Stratus Allocator currently supports: Alabama, Delaware, Florida Firefighters and Police Officers Pension Fund, Georgia, Illinois Foreign Fire, Kentucky, Louisiana, New York Fire, New York MTA, North Dakota, and South Carolina.

Login

After TriTech has set up your account, a "Welcome to Stratus" email from noreply@tritechsoft.com will be sent to you. Your username is your company email address. The email includes a link that allows you to set your password. Stratus requires multi-factor authentication to ensure that the person logging in with your username and password is actually you. When setting your password, you will be asked to provide a cell phone number. A code will be texted to you, which you need to enter int Stratus to prove your identity.

On subsequent log-ins, you will be presented with the Stratus Login on Screen. Enter your email address, select continue and then enter your password.





You will be texted a 6-digit code to Enter. Clicking the checkbox below the code will allow you to login for the next 30 days without obtaining another 6-digit code.

If you should forget your password in the future, you may reset it after entering your User ID. Click on the "Forgot password?" link. A "Reset your password" email will be sent to you shortly from noreply@tritechsoft.com. Click on the link in the email to reset your password.

Allocator Pro Home Page

File Upload Section

On the left side of the Allocator Pro Home Page, you will find the File Upload box. You can upload files by either dragging and dropping them into the designated area or by clicking to use your browser.

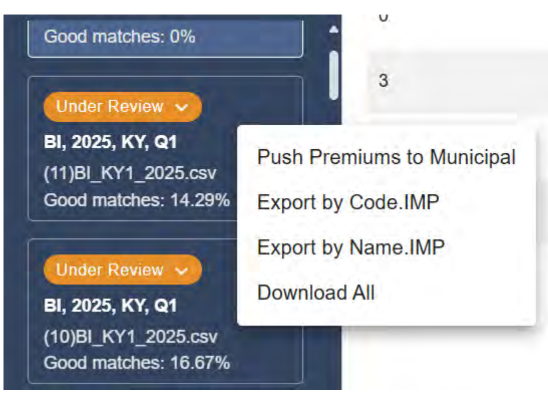
Jobs List

The jobs list displays the results of each file you processed, based on the product and company selections. This list includes filter and search functionality to help you quickly locate specific files. Each file entry displays the current status, which may be one of the following: Processed, Under Review, Approved, or Errors. Additionally, the list shows the file name and the percentage of good matches, which is further elaborated in the Job Summary Report tab.

Download and Export

If you right click on any job, a menu will appear with various options to eport your data.

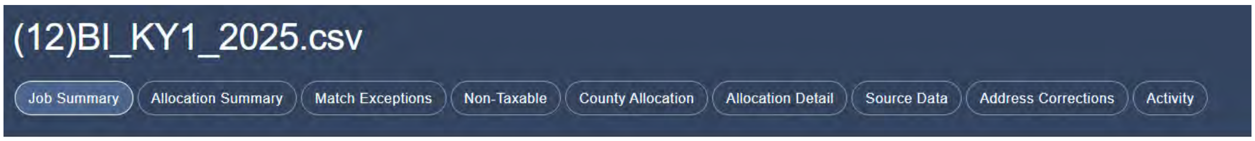
- Push Premiums To Municipal. If you have registered a company in Stratus Municipal for the same year, state, and company, you export results from allocator directly to Municipal.
- Export by Code.IMP. A file will be created and downloaded that can be imported into Enterprise by municipal code.
- Export by Name.IMP. A file will be created and downloaded that can be imported into Enterprise by municipal name.
- Download All. A zip file will be downloaded that contains each report in csv file format and an import file by municipal name.



You may also aggregate the results of multiple jobs while performing the options above. To aggregate jobs, select check each applicable job before right-clicking and selecting the option you need. You may only aggregate jobs if the Company, State, Quarter, and Year for each job is the same. The results downloaded will include results for each job as well as aggregated data.

Main Reports Section

The central section of the web page is dedicated to reports, which will be detailed in the Reports section of this guide. Click on the correct tab to view the report you want to see.



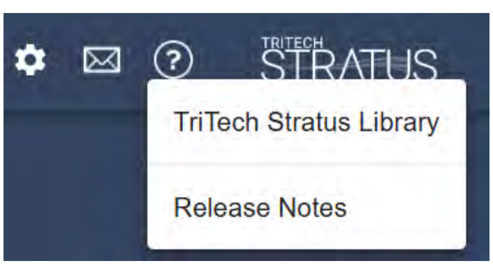
Match Code	Match Description	# of records	% of records	Total of Source Premiums	% of Source Premiums
-1	Forced Allocation	0	-	-	-
0	Good Match	0	-	-	-
3	No candidates	2	100%	2,000.00	100%
4	PO Box or Rural Route	0	-	-	-
5	Address not in state	0	-	-	-

Options

Select the gear icon to load the Options dialog. You can select the file format that corresponds to the file you will process. You may apply percentages to your premiums, and you may choose the option to use zip codes while allocated. See the Options section of this guide for more information.

Support

- Click the email icon to create an email with the TriTech support email address.
- Click the help icon to access help files and release notes.



Getting Started

Creating your File

Stratus Allocator supports fixed width files and delimited files (comma delimited, tab delimited, semicolon delimited, etc.). It is recommended that you limit your files to include policy information for the state you are processing. Addresses that include out of state abbreviations will not be geo-coded. Only physical addresses should be used; PO Boxes, Rural Routes and other such non-physical addresses will not be geocoded

Please refer to the Allocator Appendix to find the file format for each state. Custom premium type codes are not currently available. Please use the default codes: C, F, H, L, I, M or O, and X (FL only). Please see the Allocator appendix to understand how these codes apply to each state.

File Naming Convention

To ensure proper processing, your ASCII file should follow this naming format:
CompanyAbbreviation_StateQ_Year_OptionalAdditional.Extension

- **CompanyAbbreviation**: Company abbreviation used when registering the company.
- **State**: The state abbreviation for where the filing is made
- **Q**: The quarter of the filing (KY Only)
- **Year**: The year of the filing
- **Optional Additional**: Additional information to help identify the file.
- Extension: The extension of the file should be csv if data is separated by a delimiter. The extension of the file should be prn or txt if data is in fixed width format.

Examples:

- CompanyAbbreviation _KY1_2024.csv
- CompanyAbbreviation _FL_2025.txt

Product Selection

After you have logged into Stratus, please select the icon comprised of nine squares. Select the Allocator icon that displays on the product selection screen.

Allocator Options

File Format

The default file format is Comma Delimited (.csv), To select a different format, click on the Tools icon (gear icon), then select the format you want to use and click SAVE. Please note that all delimited formats use the extension csv. Fixed width files may use the extension txt or prn.

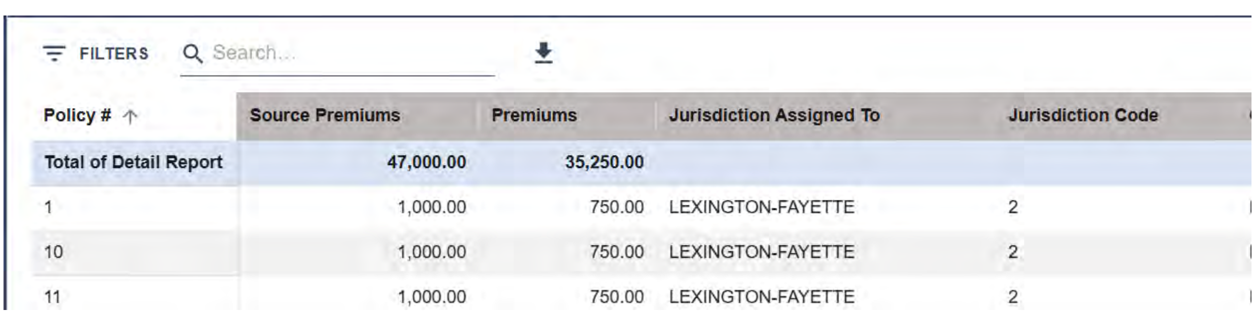
Allocation Settings

If Allocator does not return a matching address, it uses the normal city name to determine the Jurisdiction Assigned To. In these cases, should the normal city name field be empty, the jurisdiction cannot be determined.

Select the "Allocate By Zip Code" option, if you want Allocator to use the zip code to determine the taxing jurisdiction when the normal city name field is empty.

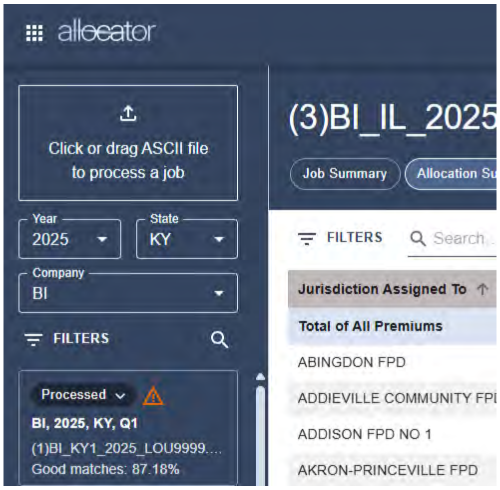
Percentage

You may apply a percentage to each premium type to reduce the amount of taxable premiums reported. By default, 100 percent appears in the percentage column for each premium type. While source premiums reported on the various reports remain the same, the premiums column shows a reduced amount.



Uploading Your ASCII File

You'll see an upload box on the left side of the screen labeled “Click or drag ASCII file to process a job” Upload your ASCII file by either clicking this box or dragging your file into it.

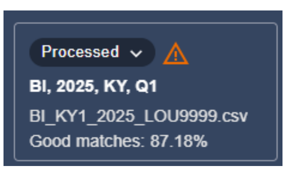


Monitoring Your Upload

After uploading your file, use the job list on the left side of the screen to check the job processing status. The status will read “Processing” for the file being processed. Once the job processing is complete, the file status will update to “Processed” or “Under Review”. You will also get a notification email after the processing is done. The “Under Review” status permits users to edit addresses and make corrections to certain reports. Once the review is complete, the status can be changed to “Approved’.

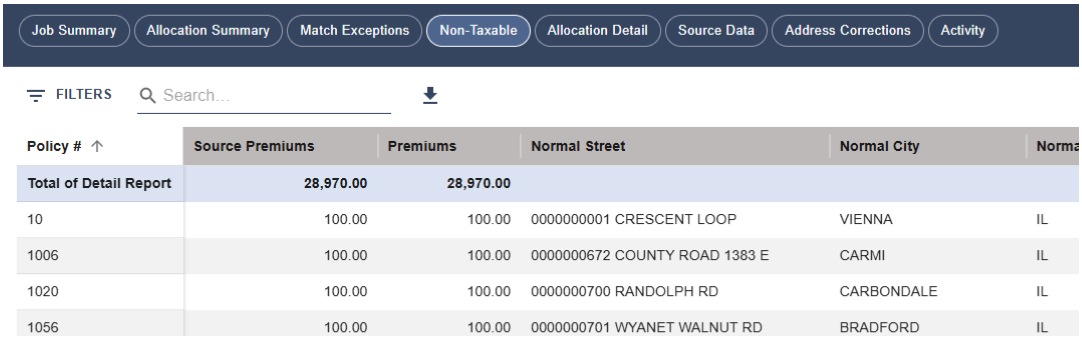
Review Your Results

Should the file you processed contain errors, an error icon will appear in the job. You can click on the error icon log to view the details of the errors.

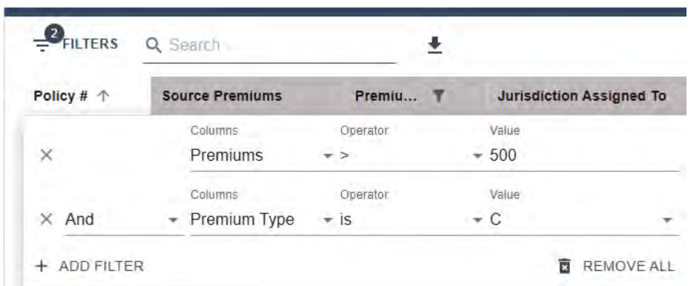


Your reports will be available in the main section of the screen. Use the tabs to view to load each report.

ReportsOnce the file you uploaded has finished processing, use the job list on the left side of the screen to load reports by clicking on the appropriate job. Allocator generates several reports. To access these reports, select them from the tabs at the top of the page.

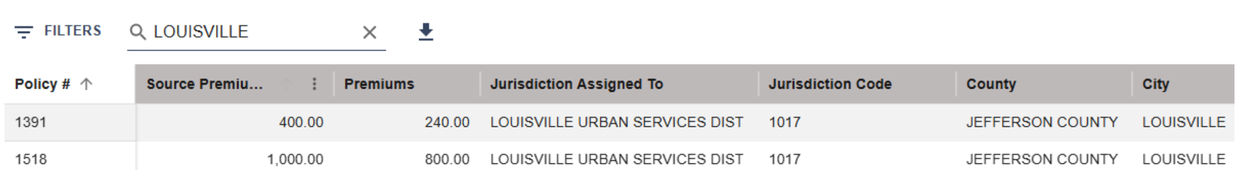


Filter reports by any column or multiple columns by using the filter dropdown. Just click on the word FILTERS, select a column, choose an operator, and type in an appropriate value.



To sort by a single column, click on the column header and sort by ascending or descending. Click the three-dot menu on the header to bring up more options. This menu allows you to hide columns in the report.

You can search policies using a key word or phrase. Just click on the search field and type in a value. Click on the down arrow to download the report currently visible as a csv file.



Fields Used in Each Report

The following is a description of the various fields used in Allocator Reports.

The following fields are included in the source file processed by Allocator.

- **Policy #:** Identifes a specific policy.
- **Source Premiums:** Premiums for each policy.
- **Premium Type:** Identifies the type of premium or line of business.
- **Source Street, City, State, and Zip:** The physical address of the risk covered by the policy.
- **Company Code:** Optional field that can be used for various purposes. Allocator does not utilize this field when processing the record.
- **Source Street Address, City, State, & Zip Code:** Policyholder address.

- **Company Code:** The field is not required and is not used in the Allocation process. The field can be used to provide additional information concerning each policy.
- **Miscellaneous 1-4: Optional fields that can be used to provide additional information about the policy. These fields are not utilized when processing the record.**
- **Agent's Street, City, State, and Zip: For use with** South Carolina. Contains the insurance agent's address for each policy.

The following fields are created by Allocator when the source file is processed.

- **Jurisdiction Assigned To:** This is the local jurisdiction where the policy is taxed. This could be a city, county, or fire district.
- **Jurisdiction Code:** This is the code number assigned to the jurisdiction.
- **County:** County where the address is located.
- **City:** City where the address is located.
- **Normal Street, City, State, & Zip:** Allocator normalizes the source address so that it more closely aligns to USPS Standards and corrects some spelling mistakes.
- **Matched Street, City, State, & Zip:** Allocator geo-codes the normal address using a third-party geo-coder. If the normal address is an actual address, a matched address is returned in USPS format along with longitude and latitude coordinates.
- **Match Description:** Indicates if a Matched address was returned by the geocoder:
    - Good Match – A matching address was returned by the geo-coder.
    - No Candidates – A matching address could not be returned by the geo-coder,
    - PO Box or Rural Route – The address was a PO Box, Rural Route, or Highway Contract Route. These addresses are not geo-coded.
    - Address Not in State – The ST abbreviation of the address is out of state. These addresses are not geo-coded.
    - Forced Allocation – The address was allocated to the Normal City name because this is a more accurate result. This change is made manually by the user.
- **Match Code:** A numerical representation of the match description.
    - 0 Good match
    - 3 No candidates
    - 4 PO Box or Rural Route
    - 5 Address Not in State
    - -1 Forced Allocation
- **Matched Identifier:** Indicates how well the Matched Address matches the normalized address processed by the geo-coder. An example of a match identifier is S8HPNTSCZA.
    - The first two characters represent the precision of the coordinates.

  - **S8:** Matched to a known address with exact latitude/longitude coordinates.
  - **S7:** Matched to an interpolated point along the address' street segment.
  - **S6:** Matched to a point ZIP centroid. A point code represents PO Box ZIPs and other unique ZIPs such as a single site, building, or organization.
  - **S5:** Street interpolated points
  - **S4:** Street centroid point
  - **S3:** Postal centroid point for a zip + 4
  - **S2:** Postal centroid point for a zip + 2
  - **S1:** Postal centroid point for a zip code

- The remaining characters indicate if an exact match exists between the normalized address and the matched address. If a letter is returned for each part of the address, the addresses match perfectly. Otherwise, there are differences between the two. An example is S5H-NTSC-A. This means the Street Prefix and the Zip Code were not an exact match.

  - **H – House Number**
  - **P – Street Prefix**
  - **N – Street Name**
  - **T – Street Type**
  - **S – Street Suffix**
  - **C – City Name**
  - **Z – Zip Code**

- **Premium:** The result of Source Premiums multiplied by the percentage set for that premium type in Allocator Options.
- **Missing:** An "X" indicates that one or more fields in the source address is missing. Supplying the missing information might improve the chances that a good match address will be returned.
- **Corrected Street, City, State, & Zip:** If the normal address is overridden with new values and saved, the overridden values will populate the corrected address fields. These corrections will be geocoded so that a matched address can be returned.
- **Corrected By:** Name of person that corrected the address.
- **Correction Date:** The date and time address was corrected.

Job Summary

The Job Summary groups all policies by match code and description. It indicates the number of records and the amount of premiums assigned to each match code. It also reports these numbers as a percentage of total records and a percentage of total Source Premiums. This report gives an indication of the overall quality of the job.

Allocation Summary Report

The Allocation Summary report groups all policyholder records listed in the Allocation Detail Report by taxing jurisdiction and displays the total records and premiums for each jursidiction. Florida Fire/Police, Kentucky, and New York Fire modules, breaks down policies by line of business. The premiums tie to the Premiums field in the Allocation Detail Report. The totals for Kentucky are the sum of the Allocation Detail Report plus the County Allocation Report

Fire Premiums Summary Report (South Carolina Only)

This report creates a summary of all policies grouped by county. The report contains the Jurisdiction Assigned To, # of Records, and Total Premiums fields. This information is used to populate Schedule 8 of the South Carolina PC Premium Tax return.

Match Exceptions Report

The Matched Exception report lists all records that returned match Code of 3 or higher and records that have incomplete source addresses. These addresses don't provide enough information to obtain a matching address. Use this report to identify and correct problematic addresses.This report includes Source Premiums, Match Code, Match Description, Normal Address, Matched Address, Jurisdiction, and Miscellaneous fields.

Non-Taxable Report

This report lists addresses that are assigned to a non-taxable municipal jurisdiction. If the matching address meets these criteria, it is given a match code of 9998 and placed on the non-taxable report. Use this report to identify any policies that you know to be taxable and make corrections. This report includes Policy #, Source Premiums, Premiums, Normal Address, Matched Address, Jurisdiction, County, Missing, and Miscellaneous fields.

County Allocation Report (Kentucky Only)

This report is specific to Kentucky and details premiums allocated to counties for policies filed in designated cities. If a policy can be tax both by a city and a county, the policy will be listed here as well as on the Allocation Detail Report. The sum of the total premiums in this report and Allocation Detail Report should match those in the Allocation Summary Report. This report includes Policy #, Premiums, Jurisdiction, Premium Type, and Matched Address fields.

Allocation Detail Report

This report provides detailed results of the allocation process for each source address. The report includes Policy #, Premiums, Jurisdiction, County, City, Matched Address, Premium Type, Normal Address, Company Code, and Miscelleous fields. Source Data Report

This report displays the data from the Source ASCII file for easy reference. It includes the Policy #, Source Premium, Source Address, Company Code and Miscellaneous fields.

Address Corrections Report

The Address Changes report lists records that were changed or re-allocated by the user. The information in this report can be used as a tool to report erroneous addresses in your in-house data processing system. It includes the Policy #, Source Address, Corrected Address, Corrected By, and Corrected Date Fields.

Activity Report

The Activity Report provides timestamped actions, and by which user, as they occur.

How to Correct an Address

To modify or correct an address, change the status of the job to Under Review. Select either the Match Exceptions, Non-Taxable, or Allocation Detail Report. Override any of the blue text in the normal address columns. Any changes will appear in red as an override. Make changes to all necessary policies and select the save button at the top to reallocate the address. All address changes will appear in the Address Corrections report.

File Format

A file processed by Allocator can either be in delimited or fixed length format.

Delimited Format

- You may choose any standard delimiter to separate your data.
- Each line in the file must end with a Carriage Return/Line Feed.
- Negative numbers must be represented by a preceding or trailing negative sign. The premium amount field should be formatted with a decimal between dollars and cents, if premium amounts include cents.
- The maximum number of delimiters that can be included per line is 11, except for South Carolina.
- The maximum number of delimiters that can be included per line in a South Carolina file is 15.

Description	Maximum Length	Data Type
Policy Number	250	Alphanumeric
Premium Type	250	Alphanumeric
Street Address	250	Alphanumeric
City	250	Alphanumeric

State Abbreviation	2	Alphanumeric
Zip Code	10	Alphanumeric
Premium Amount	25	Numeric
Company Code*	250	Alphanumeric
Miscellaneous 1*	250	Alphanumeric
Miscellaneous 2*	250	Alphanumeric
Miscellaneous 3*	250	Alphanumeric
Miscellaneous 4*	250	Alphanumeric
Agent's Street Address**	250	Alphanumeric
Agent's City**	250	Alphanumeric
Agent's State**	2	Alphanumeric
Agent's Zip Code**	10	Alphanumeric

- The first 7 fields are required to be included in the file.
- Fields designated with * are optional fields.
- Fields designated with ** are optional fields for South Carolina only. To include these fields, all preceding optional fields designated with a * must be included in the file.

Fixed Length Format

- Each line in the file must end with a Carriage Return/Line Feed.
- Negative numbers must be represented by a preceding or trailing negative sign. The premium amount field should be formatted with a decimal between dollars and cents, if premium amounts include cents.
- The field length includes a trailing blank space that must be included to separate each field.

Starting Col	Description	Length	Data Type
1	Policy Number	17	Alphanumeric
18	Premium Type	2	Alphanumeric
20	Street Address	50	Alphanumeric
70	City	25	Alphanumeric
95	State	3	Alphanumeric
98	Zip Code	11	Alphanumeric

109	Premium Amount	13	Numeric
122	Company Code*	10	Alphanumeric
132	Miscellaneous 1*	25	Alphanumeric
157	Miscellaneous 2*	25	Alphanumeric
182	Miscellaneous 3*	25	Alphanumeric
207	Miscellaneous 4*	25	Alphanumeric

- The first 7 fields are required to be included in the file.
- Fields designated with * are optional fields.
- Optional South Carolina Agent fields cannot be included in the fixed length format. These fields can only be used with the delimited file format.
- The field length can be adjusted on the Allocator Options\File Format tab when Fixed Width is selected. The selected field length must include a trailing blank space. Adjusting the field length will affect the starting position column of each subsequent field.

State Specifics

Each State has specific requirements regarding the content of the file.

Alabama

- For use with the Municipal Tax product to file returns with individual municipalities and Avenu.
- Uses multiple premium type codes to distinguish between Fire and Marine and Other than Fire and Marine.
- If the premium reported is considered fire, then a Premium Type Code of "F" is used.
- All other premiums Premium Type Codes are grouped into the non-fire category.
- In Alfa Mutual Ins. Co v. City of Mobile, (Ala S. Ct., Dkt. No. 1051747, 0912812007), the Alabama Supreme Court held that insurance companies issuing a variety of policy types (which included fire insurance policies) would not necessarily pay the 4% rate applicable to fire and marine companies. Instead, it is possible that such a company could have all of its premiums subject to the 1% rate instead.
- The Premium Pro Municipal software calculates rates based on the input schedule. The rate is 1% for the premiums included in the Total Non-Fire Premiums column and a 4% rate for the premiums included in the Total Fire Premiums column. Depending on your interpretation of the Alabama Supreme Court's decision, you need to assign the proper premium type code to your policies before processing in Allocator. Otherwise, you may need to adjust the

Premium Pro Municipal input schedule after importing the *.imp file created by Allocator.

Delaware

- For use with the Premium Tax product.
- It is designed to be used with the Delaware Annual Premium Tax Return Schedule WF T-5. Property and Casualty Premiums written are allocated to the City of Wilmington, New Castle County, Kent County, and Sussex County.
- If premiums are allocated to 9998, it means a good matching address was not returned for the policy address and the premiums cannot be assigned to Wilmington or a county based on the source city. Any address assigned to 9998 will need to be corrected.
- The premiums will need to be manually entered onto the Delaware return.
- The Delaware premium tax return does not require a breakout of premiums by type; therefore, the Delaware module does not differentiate between Premium Type Codes. Any code can be used.

Florida Firefighter's and Police Pension Fund

- For use with the Premium Tax product.
- The Florida Firefighter's Pension module may be used to allocate premiums covering risks within Florida to the correct Firefighter's Pension district for taxation (as listed on the Florida Premium Tax return - (DR-908, Schedule XII A)). Allocator utilizes data from the Florida Premium Tax Database referred to in the Florida DOR Tax Information Publications (TIP). Florida does not utilize municipal boundary maps to determine where a policy should be allocated. It uses the aforementioned database.
- If the premium reported is considered fire, then a Premium Type Code of "F" is used.
- If the premium reported is considered casualty (Police Premiums), then a Premium Type Code of "C" is used.
- If the premium type is a multiple line premium (not 100% Fire or 100% Casualty), a Premium Type Code of “X” is used. 70 percent of the premium will be allocated to fire premiums and 30 percent will be allocated to casualty.

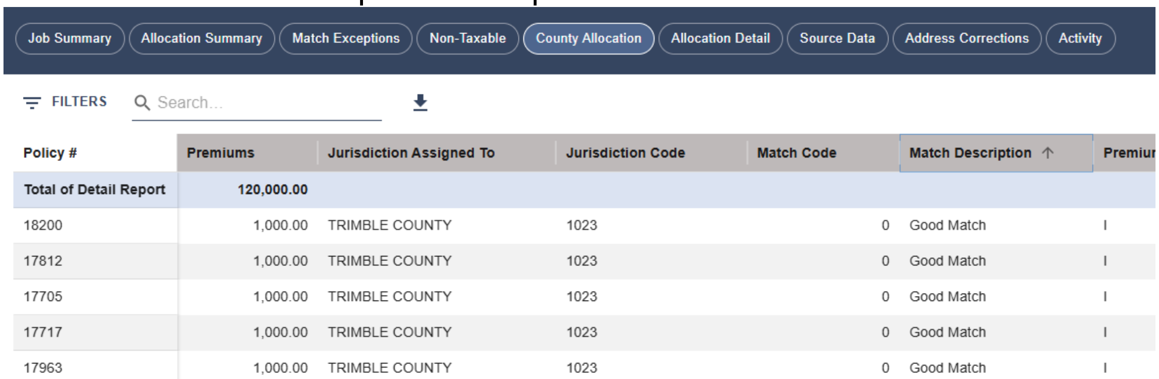
Georgia

- For use with the Municipal Tax and Premium Tax products. Georgia can be used with individual Municipal Returns or the GID 17-A, which is file with the Premium Tax Life return.
- The Georgia municipal return does not require a breakout of premiums by type; therefore, Georgia does not differentiate between Premium Type Codes. Any code can be used.

Kentucky

- For use with the Municipal Tax product.

- Kentucky includes an additional schedule called the County Allocation report to address the County Credit (LGT-142) return that is generated for certain counties in the Premium Pro Enterprise Municipal module.



Policy #	Premiums	Jurisdiction Assigned To	Jurisdiction Code	Match Code	Match Description	Premiur
Total of Detail Report	120,000.00					
18200	1,000.00	TRIMBLE COUNTY	1023	0	Good Match	I
17812	1,000.00	TRIMBLE COUNTY	1023	0	Good Match	I
17705	1,000.00	TRIMBLE COUNTY	1023	0	Good Match	I
17717	1,000.00	TRIMBLE COUNTY	1023	0	Good Match	I
17963	1,000.00	TRIMBLE COUNTY	1023	0	Good Match	I

- Kentucky groups allocated premiums into seven categories, as outlined in the Kentucky DOI annual bulletin, based on the Premium Type Code given in the source ASCII file. The seven categories are as follows:

C –Casualty

F – Fire and Allied Lines

H – Accident and Health

I – Inland Marine

L – Life

M – Motor Vehicle

O – Other

Illinois Fire

- For use with the Municipal Tax product.
- Illinois may be used to allocate premiums covering risks within Illinois to the correct municipality or fire district. Addresses that fall within the Chicago, Mount Prospect, and Wilmette city limits are assigned to these municipalities. Addresses that fall within other municipalities are compared to the Illinois Municipal League Fire Tax Bulletin to determine if and where the address is taxable.
- The Illinois Municipal League and other Illinois municipal returns do not require a breakout of premiums by type. Therefore, the Illinois Fire module does not differentiate between Premium Type Codes in the source ASCII file and groups all allocated premiums together.

Louisiana

- For use with the Municipal Tax and Premium Tax products.
- Louisiana can be used with individual municipal and LaMATS returns in the Municipal product. It can also be used with the Premium Tax 1976 return.

- Louisiana may be used to allocate premiums covering risks within Louisiana to the correct municipality for taxation. Please note that all premiums in Louisiana are taxable. If premiums are not allocated within the limits of a taxing municipality, the premiums are taxable by the parish.
- Neither the Louisiana municipal returns nor the Louisiana Municipal Advisory and Technical Services (LaMATS) return requires a breakout of premiums by type; therefore, the Louisiana module does not differentiate between Premium Type Codes in the source ASCII file and groups all allocated premiums together.

New York Fire Protection Districts

- For use with the Municipal Tax product.
- The New York Fire Protection Districts may be used to allocate premiums covering risks within New York to the correct Fire Protection District for taxation. New York Fire does not utilize municipal boundary maps to determine where a policy should be allocated, it uses the database supplied by New York Department of Financial Services. If a good match is returned, the matched address is used to search the database. For other matches, the source address is used to search the database.
- Under Section 9104, foreign and alien stock companies must file and make payments by March 1st; under Section 9105, foreign mutual companies must file and make payments by February 15th.
- Data can be exported to New York State Fire Tax Distribution and Premium Pro Municipal. Tax amount is included in the State Fire Tax Distribution text file. For Municipal, Allocator exports 100% of the premiums.

New York Metropolitan Transportation Authority

- For use with the Premium Tax product.
- New York Metropolitan Transportation Authority (MTA) may be used to allocate premiums covering risks within New York to the correct county. This Allocator module allocates to the county level, as the tax is only levied at the county level.
- The New York MTA Surcharge applies to all types of premiums written within the Metropolitan Commuter Transportation District; therefore, the New York MTA Surcharge module does not differentiate between Premium Type Codes used in the source ASCII file and groups all allocated premiums together.
- Premiums allocated to the following counties are included in the total MTA Surcharge amount. All other premiums are excluded from the total MTA Surcharge amount:
    - Bronx County
    - Dutchess County
    - Kings County
    - Nassau County
    - New York County
    - Orange County

- Putnam County
- Queens County
- Richmond County
- Rockland County
- Suffolk County
- Westchester County

North Dakota

- For use with the Municipal Tax product.
- North Dakota Fire may be used to allocate premiums covering risks within North Dakota to the correct municipality or fire district.
- The North Dakota return does not require a breakout of premiums by type. Therefore, the North Dakota Fire module does not differentiate between Premium Type Codes in the source ASCII file and groups all allocated premiums together.

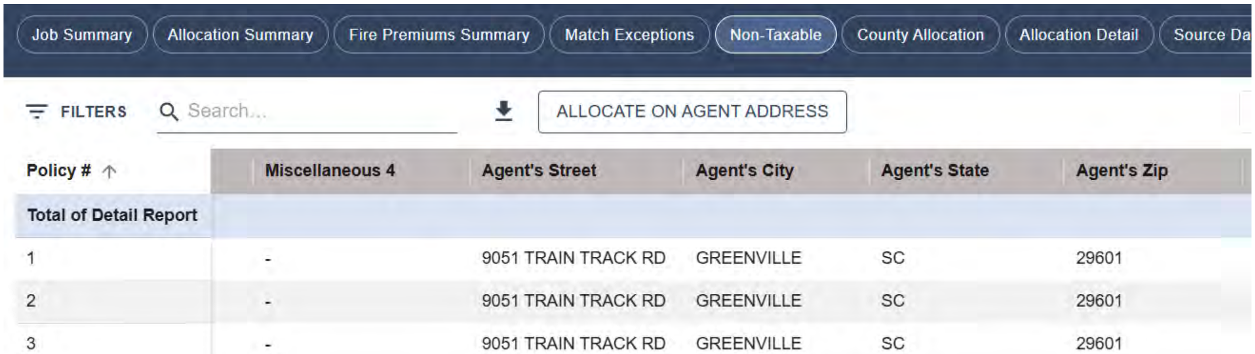
South Carolina

- For use with the Municipal and Premium Tax products.
- South Carolina is used with the MASC return in the Municipal product, as well as the Property and Casualty Premium tax return (Schedule 08).
- South Carolina has an additional report (Fire Premiums Summary) that can be used to complete Schedule 08 of the premium tax return.

Jurisdiction Assigned To	# of Records	Total Premiums
Total of All Premiums	**16919**	**6,591,303.00**
ABBEVILLE COUNTY	38	12,083.00
AIKEN COUNTY	677	229,468.00
ALLENDALE COUNTY	16	6,867.00
ANDERSON COUNTY	396	133,293.00
BAMBERG COUNTY	22	8,951.00

- Neither the Premium Tax or MASC return require a breakout of premiums, therefore, South Carolina does not distinguish between Premium Type Codes in the source ASCII file and groups all allocated premiums together.
- The South Carolina File format contains optional fields that can be included: Agent's Street, Agent's City, Agent's State, and Agent's Zip.
    - When filing the MASC return, you must first give preference to the policy risk address. If this is nontaxable, MASC requests that you perform a second allocation on the agent's address.
    - The agent's address can be included in these fields.

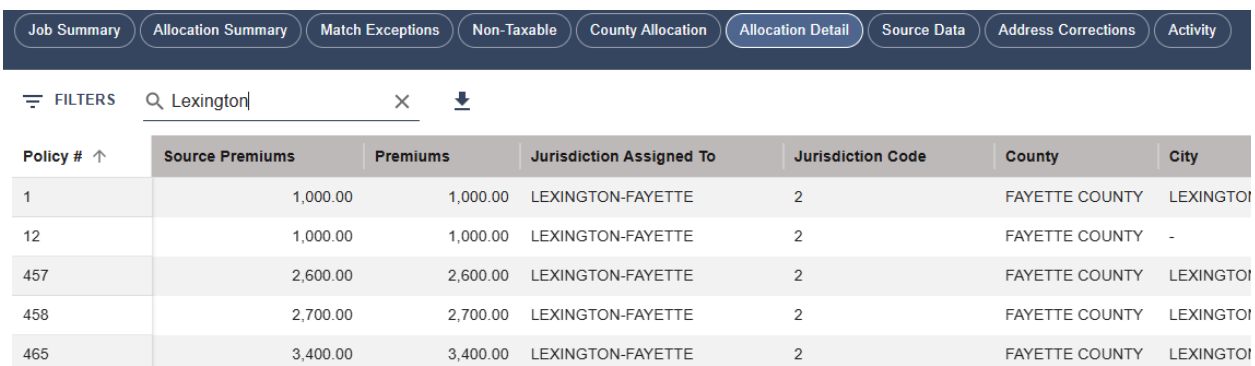
- After the file is processed, you can load the Non-Taxable report and allocate a second time based on the agent address.



Helpful Functions

Search

In each Report, you can look up certain policies by entering some information such as policy number or city name, you can enter partial information, but the more thorough information you enter, the more exact the result you will beget

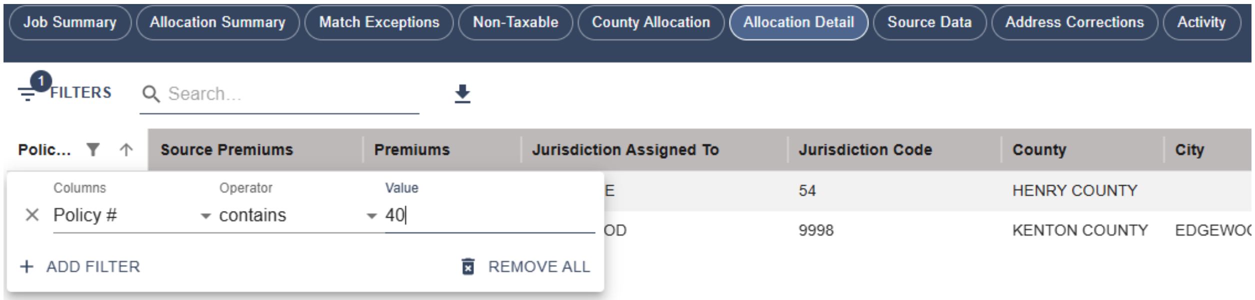


Filter

If you want to reduce the number of policies listed in any report, you may use Filter to screen out unwanted policies.

Click FILTERS, then choose the columns you want to use for the filter, then you can choose the operator and enter the value used for the filter. You can also add additional filters by clicking “ADD FILTER”.

If you don’t need the added filter anymore, click on “REMOVE ALL” to remove them.

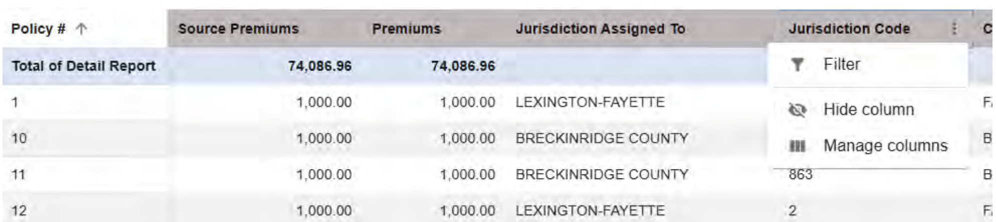


Sort

You can click on Sort (the UP arrow) to the right of the column name to sort the Report by that column.

Manage Columns

You can hide a column by clicking on the three dots next to the column name and choose “Hide column”. You can hide or show any hidden columns by clicking on the three dots next to the column name and choose “Manage columns”. Check any column to display it. Uncheck any column to hide the column.



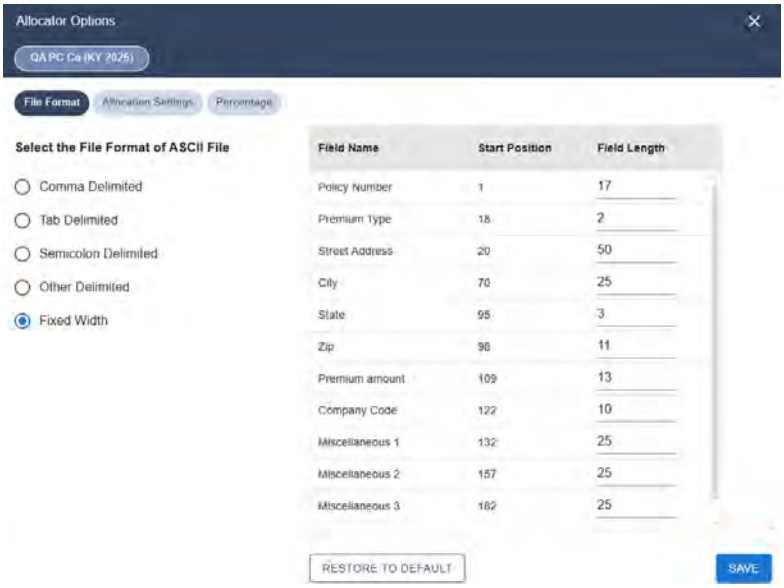
Allocator Options

To change the options, click on the Tools icon, click “SAVE” after you change the options.

File Format

The default file format is Comma Delimited (.csv), select the option under File Format to use a different one.

If you choose Fixed Width, you can customize the field length in the dialog.

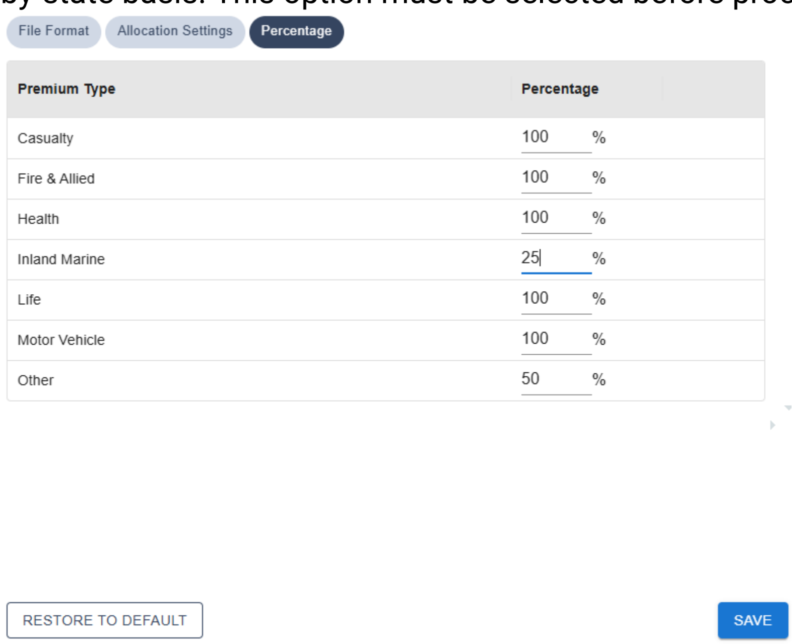


Allocation Settings

Allocate By Zip Code: This option can be used when a matching address is not returned or the normal city field is empty. The option takes returns a jurisdiction name based on the zip code found in the normal zip code field.

Percentage

You may assign a percentage to each Premium Type. This percentage will be applied to the Source Premiums of each policy to reduce the amount. The resulting product will appear in the Premiums column. The Premiums column appear on the Allocation Detail, Non-Taxable, and Allocation Summary Reports. The percentages are applied on a state-by-state basis. This option must be selected before processing a file.



Frequently Asked Questions (FAQs)

1. What should I do if my file doesn't upload correctly?

Answer: If your file fails to upload or process, check the following:

- **File Name:** Ensure the file follows the naming convention: CompanyAbbreviation_StateQ_Year_OptionalAdditional. For example, CompanyAbbreviation _KY1_2024.csv
- **File Format: Ensure that the file format is the same as selected in Allocator Options.**
- **File Structure:** Verify that the file is an ASCII file and contains the correct data fields.
- **Error Message:** Look for any error messages at the bottom left of the screen. They will provide specific details about what went wrong.
- **Contact Support**: If you continue to face issues, contact our support team for assistance.

2. How can I check the status of my uploaded file?

Answer: After uploading your file, you can check its status on the left side of the screen. The status should update to "Processed" or "Under Review" once the file has been successfully processed. If the status remains at "Processing" for an extended period, it may indicate a problem with the file.

3. What should I do if the Address Corrections Report shows changes?

Answer: Review the Address Corrections Report to identify the addresses that were modified or re-allocated. Use this report to correct any errors in your data. Update your internal system with the corrected information to ensure accurate future processing.

4. How do I interpret the data in the Allocation Summary Report?

Answer: The Allocation Summary Report groups premiums by taxing jurisdiction and displays totals for each municipality. It includes:

- **Jurisdiction Totals**: Aggregated premiums for each jurisdiction.
- **Breakdowns**: In Illinois Fire, Kentucky, and New York Fire modules, additional breakdowns by line of business are provided. Review these totals to understand how premiums are allocated across different jurisdictions.

5. What should I do if my file contains incorrect or incomplete addresses?

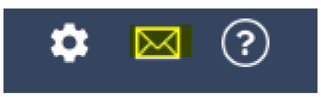
Answer: Address issues will be flagged in the Match Exceptions Report. Addresses with Match Codes of 3 or higher can be reviewed and corrected. Ensure that all addresses in your ASCII file are complete and valid.

6. What should I do if a file was processed successfully, but the reports are not in the expected format?

Answer: If the reports are not in the correct format, ensure **you select the correct file format on the Allocator Options dialog that matches the file you are processing.**

Technical Support

If you have any questions on Allocator, click on the Email icon to send an email to us, or call us at 1-800-380-6407.



Office Hours

Monday - Friday

8:00 AM to 5:00 PM, CT

Extended Hours

January 2 to March 1: Monday-Friday

7:30 AM to 6:30 PM, CT

January 21 to March 1: Saturday

10:00 AM to 2:00 PM, CT

Website: www.tritechsoft.com

Phone: 1-800-380-6407

STRATUS AGENT API

CHAPTER 06

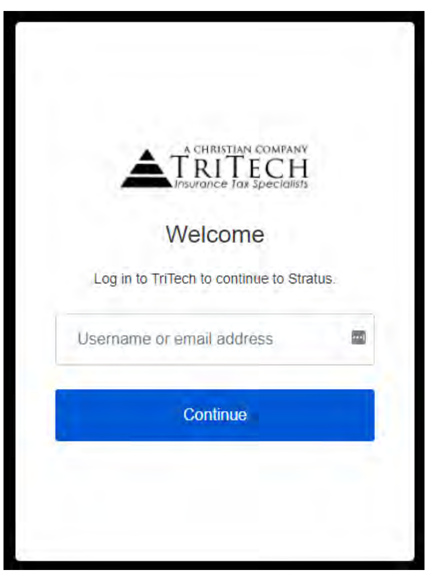
Agent Overview

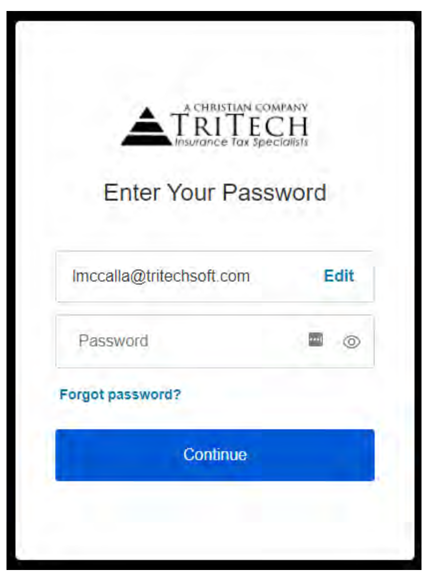
Stratus Agent is a web-based solution used for determining the insurable location of risks within Kentucky. Kentucky state law requires that a verified risk location system, such as Stratus Agent, be employed by insurance companies and surplus lines brokers. Agent finds a matching address in its database and uses geo-coding technology to accurately determine the location of an address. It returns a matched address and applicable tax information for Kentucky municipal and county governments.

Login

After Tritech has set up your account, a "Welcome to Stratus" email from noreply@tritechsoft.com will be sent to you. Your username is your company email address. The email includes a link that allows you to set your password. Stratus requires multi-factor authentication to ensure that the person logging in with your username and password is actually you. When setting your password, you will be asked to provide a phone number. A code will be texted to you, which you will need to enter into Stratus to prove your identify.

If you should forget your password in the future, you may reset it after entering your User ID. Click on the "Forgot password?" link. A "Reset your password" email will be sent to you shortly from noreply@tritechsoft.com. Click on the link in the email to reset your password.





Agent Home Page

On the-left hand side of the Agent Home Page you will see a navigation control that consists of Agent Home, Single Address Lookup, and Usage Report. You can use the navigation control to toggle back and forth between web pages.

The home page displays the number of clicks purchased for the current year, the number of clicks used and the number of clicks remaining. A click occurs any time you have entered a policyholder's address and geocoded the address. When the total clicks remaining approaches zero, you will need to purchase additional clicks.

Address Lookup

Single Address Lookup

The single address lookup page is used to geocode addresses. The address to be entered is the risk that is insured. This may not be the policyholder's address. You must input a physical address. General Delivery, PO Boxes, and Rural Route Boxes (RR Boxes), and Highway Contract Route Boxes (HC Box) should not be used.

Each field in the address input form must be entered. Otherwise, the address cannot be processed. By default, a premium type of Casualty is assigned to that field. When policy premiums are a different type, select the Premium Type dropdown and choose the appropriate type. These types correspond to those that appear in the annual KY Local Government Premium Tax Schedule which can be found on this webpage: https://insurance.ky.gov/ppc/new_default.aspx?divid=13. If you would like to change the default to a different premium type, click the Save Premium Type checkbox.

The effective date of the policy defaults with today's date. Click on the effective date field to change it. You may not select an effective date that falls outside the range listed at the top of the input form.

Click the Geocode Address button to geocode. Click the clear fields button to remove any data input in the form.

*Hover over the highlighted sections of image below for more information.

After you have geo-coded the address, Stratus Agent will return address and tax information.

Jurisdiction Assigned: The name of the tax jurisdiction in which the address is located. It may be a city or a county. It corresponds to the taxing jurisdictions that appear in the KY Local Government Premium Tax Schedule. If the address lies within a jurisdiction that does not levy a tax, the words “NONTAXABLE” will appear.

Jurisdiction Code: The code assigned to the tax jurisdiction. This can be found in the KY LGT Annual Bulletin. If the tax jurisdiction does not levy a tax, a code of “9998” will be returned.

Match Code: Match Code 0 is a good match. Match Code 2 is no close match. Match Code 4 indicates the address geocoded is a PO Box, Rural Route Box, or a HC Route Box.

Match Description: Good Match: A physical address was returned that corresponds to the address you provided. No Close Match: No physical address was found that corresponds to the address geocoded. PO Box or Rural Route: The address was determined to be a PO Box, RR Box, or HC Route Box.

Match Identifier: This is a 5-character alphanumerical code that indicates the precision of the address and further identifies how well the address you provided matches the address returned by Agent. Click here to read more.

Match Street: The match street consists of the street number, name, and suffix (LN, ST, RD, etc.). The match street returned is standardized to meet USPS specifications.

Match City: The city name found in the match address is returned using USPS abbreviations.

Match State: The state name found in the match address is returned using USPS abbreviations.

Match Zip Code: The 5-digit zip code found in the match address.

Census County: The county where the match address is located.

Tax Rate: The rate used by the taxing jurisdiction for the specified premium type (Casualty, Fire and Allied Lines, etc..). The rate returned will be determined by the premium type you choose when entering the address.

Min Tax: A minimum tax is returned if the jurisdiction assesses one.

Flat Fee: A flat fee will be returned for life premiums if the jurisdiction assesses one.

Tax Code: Any applicable tax code from the KY Local Government Premium Tax Schedule and Code Descriptions is returned.

County Name: If the policy is taxable by both a municipal and county government, the name of the county imposing the additional tax is listed here.

County Code: If the policy is taxable by both a municipal and county government, the Jurisdiction Code of the county imposing the additional tax is listed here. This code can be found in the KY Local Government Premium Tax Schedule.

County Credit Applied: If a policy is taxable by both a municipal and county government and true is returned, the county's tax is reduced by any tax assessed by a municipality.

Effective Jurisdiction Rate: The tax rate assessed by the municipality or county that appears in Jurisdiction Assigned.

Effective County Rate: If premiums are taxable by both a municipality and a county, this is the tax rate assessed by the county.

Effective Tax Rate: The Effective Tax Rate is the sum of the Effective Jurisdiction Rate and the Effective County Rate. If the County Credit Applies field is true, the rate is calculated as follows: Effective Jurisdiction Rate + (Effective County Rate – Effective Jurisdiction Rate).

Match Identifier

- The first character in the match identifier is always S (which stands for Street Type).
- The second character represents the precision of the latitude/longitude coordinated assigned to the address. Typically, the higher the number, the more precise the coordinates are. In the chart below 8 is a single point that represents an address and is the most precise. Others are less precise.

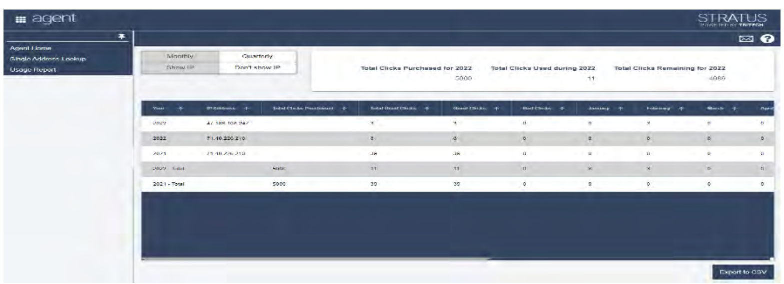
Number	Positional Accuracy
8	A single point represents the address
7	Interpolated points along a street segment/parcel
6	Centroid of a site or building with a dedicated zip code
5	Interpolated points along a street segment
4	Street centroid
3	ZIP + 4 centroid
2	ZIP + 2 centroid
1	ZIP centroid
0	No coordinates available

The remaining 7 characters represent individual elements of the address. These indicate how well the address you provided matches the address that is returned by Agent. If there is an exact match between the addresses, all 7 letters will be returned. If one or more letters is not returned, it is because this part of the does not match. For example, if there is a misspelling in the city name, the letter C will not be returned.

Position	Letter Code	Address Position
1	**H**	**House Number**
2	**P**	**Street Prefix**
3	**N**	**Street Name**
4	**T**	**Street Type**
5	**S**	**Street Suffix**
6	**C**	**City Name**
7	**Z**	**Zip Code**

Usage Report

The Usage Report provides additional information in regard to click usage. A click occurs any time you have entered a policyholder's address and geocoded the address. You may click on the arrow keys on one or more rows to sort the column in ascending or descending order.



Year: The year for which clicks are being counted. The year will appear multiple times if Agent is accessed from more than one IP Address. The total number of clicks coming from all IP addresses for each year is also displayed.

IP Address: Your company's outgoing IP address is displayed here.

Total Clicks Purchased: The number of clicks purchased for the calendar year.

Total Used Clicks: A click occurs each time you geo-code an address. When Total Used Clicks exceed those purchased, you will no longer be able to geocode an address.

Good Clicks: The number of clicks that return a matching address.

Bad Clicks: The number of clicks that do not return a matching address.

January thru December: The number of total clicks used during the month.

By default, this report will display monthly click information and click information from each outgoing IP Address. Select the quarterly button to view the information by each quarter. Select the Don't show IP address button to hide the information for clicks from each IP address.

Technical Documentation

You can choose either of the following methods to make a call to the Stratus Agent webservice from within your company designed application or website.

REST API

If you choose to use the Agent REST API, you will be provided with a Client ID and Client Secret. An access token must be obtained before your application can gain access to TriTech's Stratus Agent M2M resources. See the online library for more information.

XML Elements Returned

Valid element names are bolded:

1. **SourceAddress** - The address provided in the web call to the service.
    - **Street**
    - **City**
    - **State**
    - **ZipCode**
2. **LineOfBusiness** – The original Line of Insurance business code provided in your web call.
3. **MatchedAddress** –An address returned from the address database, if a match to your source address can be found.
    - **Street**
    - **City**
    - **State**
    - **ZipCode**

    If an address was not returned, it is due to the following reasons:

    - The address is a PO Box, Rural Route, or Highway Contract Route.
    - A similar address could not be found. Either the address is invalid or a similar address could not be found in the database.
4. **CensusBlockID** – The Census Block ID of the **MatchedAddress** contains relevant US Census information.
5. **CountyFIPSCode** – The county FIPS code is derived from the **CensusBlockID**. The first 2 digits identify the state jurisdiction and the last 3 digits identify the county jurisdiction of the **MatchedAddress**.

6. **CensusCountyName** – The county of the **MatchedAddress** is determined by plotting address coordinates to a Kentucky map. **CensusCountyName** is always returned; it does not indicate that the county taxes the policy.
7. **CensusCountyCode** – If **CensusCountyName** has a corresponding tax code in the KY Annual Insurance Bulletin, it will be returned. This does not indicate the county taxes the policy. If there is no tax code, the number 9998 will be returned.
8. **MatchQuality** – In order for a **MatchedAddress** to be returned, **MatchQuality** must be rated as a Good Match (match code 0). Precisely's geocoding engine uses its own algorithm to determine what a good match is. The street or house number of a **MatchedAddress** must be identical to the number in the **SourceAddress** to be considered a close match. Other elements of the address are evaluated to determine if the **MatchedAddress** is a good candidate for the **SourceAddress** provided.
    - Good Match. A good matching address was returned.
    - No Close Match. An address closely corresponding to the source address was not found. No **MatchedAddress** will be returned.
    - PO Box or Rural Route. The **SourceAddress** or **MatchedAddress** was determined to be a PO Box, Rural Route, or HC Route. No **MatchedAddress** will be returned.
9. **MatchCode**
    - 0 indicates a good match.
    - 2 indicates no close match.
    - 4 indicates a PO Box, RR, or HC Route.
10. **MatchIdentifier** –Indicates which parts of a **MatchedAddress** are an exact match to its **SourceAddress**. The **MatchIdentifier** contains 10 characters that represent different parts of the address. If Agent is able to match part of an address, a character will appear in the match identifier at the position corresponding to that part of the address. If not, a dash will appear instead. The **MatchIdentifier** positions are as follows:

Geocode Type

The first character in the **MatchIdentifier** is always: S – Street Type

Positional Accuracy

The second character indicates the positional accuracy of the coordinates tied to the Match Address. The match return is either based on coordinates tied to the address, street, or zip code.

Number	Positional Accuracy
8	A single point represents the address
7	Interpolated points along a street segment/parcel
6	Centroid of a site or building with a dedicated zip code

5	Interpolated points along a street segment
4	Street centroid
3	ZIP + 4 centroid
2	ZIP + 2 centroid
1	ZIP centroid
0	No coordinates available

Address Position

These positions describe the matches in the different elements in the address.

Position	Letter Code	Address Position
1	H	House Number
2	P	Street Prefix
3	N	Street Name
4	T	Street Type
5	S	Street Suffix
6	C	City Name
7	Z	Zip Code

Example: The **MatchIdentifier** S5HPN-S-Z is in interpreted as follows:

- The point is a street type known as an interpolated street segment.
- The house number, street prefix, street name, street suffix and zip code of the **MatchedAddress** are identical to the **SourceAddress**.
- The street type and city name in the **MatchedAddress** are not identical to the **SourceAddress**. This could be due to spelling or it may be completely different.

- **CityCode** –This corresponds to the City Code that appears on the KY Dept of Insurance Local Government Premium Tax Schedule. When a **MatchedAddress** is returned, Agent plots coordinates to a map to determine the taxing jurisdiction.
  - If the address falls within the boundaries of a city that taxes policies, the **CityCode** for the city is returned.
  - If the address falls outside a city that taxes or inside a city that does not tax, the address is assigned to the county. The county **CityCode** is returned.

    - If a **CityCode** is not returned in the above 2 steps; a code of 9998 will be returned. This indicates that the policy is not taxable.

- **CityName** –The name of the city or county corresponding to the **CityCode** will be returned. **CityName** may or may not match the city found in the **MatchedAddress**. This is the actual physical location, not the name listed in the physical address. The word "NONTAXABLE" will be returned if a **CityCode** of 9998 is returned.
- **CityOrCounty** – If the **CityCode** and **CityName** returned are for a city, the word City will be returned. If the code and name are for a county, the word County will be returned. If the policy is nontaxable, nothing will be returned.
- **TaxCode** –**TaxCode** is returned for any municipality or county that has one. It is listed on Kentucky Local Government Premium Tax Schedule and the Local Government Premium Tax Code Descriptions. The maximum length for this element is 10.
- **CityTaxRates** – The tax rates for each line of business will be returned for the **CityCode**. If the **CityCode** is 9998, a tax rate of 0 will be returned. These rates are from the Kentucky Local Government Premium Tax Schedule.
    - **Casualty**
    - **Fire**
    - **Health**
    - **Inland Marine**
    - **Life**
    - **Motor Vehicle**
    - **Other**
    - **MinTax** Minimum Tax will be returned if applicable.
    - **FlatFee** A flat fee will be returned if applicable.
- **CountyCreditApplies** – If premiums taxable by a city are also taxable by a county, true will be returned. Otherwise false will be returned. This applies to cities with a **TaxCode** of A or B.
- **CountyCode** – If **CountyCreditApplies** is true, the county's **CityCode** will be returned.
- **CountyName** – If **CountyCreditApplies** is true, the county's **CityName** will be returned.
- **CountyTaxRates** – If **CountyCreditApplies** is true, the county's **CityTaxRates** will be returned.
    - **Casualty**
    - **Fire**
    - **Health**
    - **Inland Marine**
    - **Life**
    - **Motor Vehicle**
    - **Other**
    - **MinTax** Minimum Tax will be returned if applicable.
    - **FlatFee** A flat fee will be returned if applicable.

- **EffectiveDate** – Returns the **EffectiveDate** you entered. Otherwise, the date is the current date. Tax rates returned are from this period.
- **EffectiveTaxRate** – An **EffectiveTaxRate** is returned for the **LineOfBusiness** you specified. If you do not specify a **LineOfBusiness**, the **EffectiveTaxRate** is zero. The **EffectiveTaxRate** rate may be multiplied by the premium amount to determine the total tax amount to be passed to the insured.
  - If **CountyCreditApplies** is false, the **EffectiveTaxRate** is pulled from **CityTaxRates**
  - If **CountyCreditApplies** is true, the **EffectiveTaxRate** is pulled from **CityTaxRates** or **CountyTaxRates** (whichever is higher).
  - If **CountyCreditApplies** is true, but the city name is Springfield, Hickman, or Lawrenceburg, the effective tax rate will be the sum of the **CityTaxRates** and **CountyTaxRates**.
- **EffectiveCityRate** – The **EffectiveCityRate** is returned for the **LineOfBusiness** you specified. This is pulled from **CityTaxRates**. The **EffectiveCityRate** can be applied to premiums to determine the tax payable to the city or county.
  - If **CountyCreditApplies** is false, the **EffectiveCityRate** is the same as the EffectiveTaxRate. It may be multiplied by premiums to determine
  - If **CountyCreditApplies** is true, the **EffectiveCityRate** is the same as the **CityTaxRates**.
- **EffectiveCountyRate** – This is the **EffectiveTaxRate** less the **EffectiveCityRate**. The **EffectiveCountyRate** can be applied to premiums to determine the tax due to the county ONLY when both the county and city tax the same premiums.
- **ErrorDetails** –
  - If no error occurs, **Description** remains blank and **Number** returned is 0.
  - Error **Description** and **Number** for errors are:
    - Geocoder Server error, 1000
    - No CompanyID was specified, 1601
    - No Password was specified, 1602
    - Invalid CompanyID, 1603
    - Incorrect Password, 1604
    - Account suspended, 1605
    - Tax rate not available for this date, 1606
    - Incorrect Premium Type Code, 16071
    - Premium Type Code Missing, 16072
    - Unspecified Error, 16