

## DALLAS TRAINING AGENDA (2 DAYS)

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### DAY ONE

#### Continental Breakfast (8:00am – 8:30am)

#### Session 1 (8:30am – 12:00pm)

This session will cover various topics including, but not limited to common terminology, how premium and retaliatory taxes are calculated, methods of retaliatory taxation, and data sources for required information. We will also discuss credits, surcharges, and assessments.

#### Lunch (12:00pm – 1:00pm)

#### Session 2 (1:00pm – 2:00pm)

##### **Overview of Enterprise Platform**

In this opening session, we will discuss the basic interface of the Enterprise platform as well as the installation and update process. You will become familiar with navigating through the application, the toolbars and dockable frames.

#### Session 3 (2:00pm – 3:00pm)

##### **Company Information**

In this session, you will become familiar with the Company General Information and the Annual Statement area. We will also review the key entry locations for Guaranty Fund Assessments, Prepayments, and Qualified Premiums.

#### Break (3:00pm – 3:15pm)

#### Session 4 (3:15pm – 4:00pm)

##### **Data Entry & Import Functionality**

This session covers the different types of data entry. This session will also focus on the Import feature of Premium Pro. You will learn how to import information into the State Business Page, Schedule T, and states containing municipal information.

#### Session 5 (4:00pm – 5:00pm)

##### **Filing & Retaliatory Returns**

We will take an in depth look at how your Annual Statement data transfers to your state of filing returns. We will also trace figures entered in the Company Information area to the state of domicile sections of your returns. We will discuss the retaliatory calculations of your state returns, which includes the Retaliatory Input Schedule, the use of retaliatory worksheets, and your state of domicile's foreign return.

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**DAY TWO****Continental Breakfast (8:00am – 8:30am)****Session 6 (8:30am – 9:30am)****Supporting features**

In this session will you will learn about the supporting features that will help you file your returns. We will cover the State Filing Information Page, Return Instructions, Preparer Notes, Attachments, and other useful tools.

**Session 7 (9:30am – 10:30am)****Management Reports, Summary Schedules, Check Requests**

We will review how to verify the amounts of premium taxes and fees calculated for a given state by using the Summary of Taxes Schedule. This is an ideal report for management to analyze taxes and fees. Next, you will take a closer look at the layout of your check requests and check request summary. You will also learn how to export this information into your accounts payable system.

**Break (10:30am – 10:45am)****Session 8 (10:45am - 11:30am)****Estimated Taxes & Print**

In the first part of this session, we will cover the estimate module of Premium Pro. We will go over the Estimate Input schedule, transfer of data from the Annual returns, and we will also show you how the Summary Schedules differ from the Annual module. The second portion of this session is designed to cover the printing process of the Premium Pro Enterprise software for both the Annual and Estimate Module.

**Session 9 (11:30am- 12:00pm)****GFA Tracking**

This session will introduce you to the Guaranty Fund Assessment Tracking System that has been designed to keep a detailed record of your Guaranty Fund Assessments and Credits. You will learn how this extensive system keeps track of your GFA information, how the check request and summary schedules are generated, and how to print the various spreadsheets available in this module.

**Lunch (12:00pm – 1:00pm)**

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### Session 10 (1:00pm – 2:00pm)

#### **FormsPlus**

This session will provide you with an overview of FormsPlus. You will learn how this software package can help simplify the overwhelming task of locating and completing additional Premium Tax forms.

### Session 11 (2:00pm – 3:00pm)

#### **Allocator**

We will introduce you to a very powerful software package that will help you allocate your premiums to the correct taxing jurisdiction, based on street addresses as opposed to zip codes. You will learn how various types of reports can help you see the break down of each premium allocation.

### Break (3:00pm – 3:15pm)

### Session 12 (3:15pm – 5:00pm)

#### **Premium Pro Enterprise Municipal**

This session will walk you through the Municipal Enterprise software. You will learn how to add/delete municipalities, import ASCII files, cut and paste data, calculate, review and print returns. Different schedules will also be discussed to give you a broader view of the software.